

STARTING OUT 2025

Admission Arrangements for
Academy and Voluntary Aided
Primary Schools 2025/26



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VOLUNTARY AIDED SCHOOLS ASHTON-UNDER-LYNE

Canon Burrows CE Primary School

Canon Burrows Church of England Primary School - Voluntary Aided Admission Policy and Admission Arrangements

Canon Burrows Church of England Primary School - Voluntary Aided Admission Policy and Admission Arrangements Admission for September 2025/26 – **Reception Class**

Canon Burrows Church of England Primary School is a voluntary aided school. The Governing Board is the admission authority for the school, and the school is required to act in accordance with the School Admission Code. The admission process is co-ordinated by Tameside Council (the Local Authority) and the school liaises with the Local Authority on admission 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 following consultation with the Manchester Diocesan Board of Education and Tameside Local Authority.

Admission arrangements

The Governing Board sets up an Admissions Committee to make all decisions about admission.

The School's published admission number (PAN) agreed for admission to Reception is 60. If no more than 60 applications are received for admission to reception, all applicants will be offered places.

The school will allocate places before the oversubscription criteria are applied, for all children having an Education Health and Care Plan (EHCP) in whose EHCP the school is named.

When the number of applications received is greater than the number of remaining places available, the decision on which children will be admitted will be based on the following oversubscription criteria, which will be applied in the order of priority set out below (the criteria need to be read in accordance with the Guidance Notes and definitions below).

1. Looked after children or children who have previously been looked after but immediately after being looked after became subject to a child arrangements order. (Adoption, residence, or special guardianship order.);
 2. Children with exceptional medical or social needs whose medical or social needs are such that they can only be met at this school;
 3. Parent/legal guardian, Godparent or grandparent attends public worship regularly at Christ Church, Ashton-under-Lyne or any other Anglican Church.
 4. Children of staff at the school;
 5. Children who will have an older sibling (brother or sister) attending the school at the time of their admission;
 6. Parent/legal guardian or Godparent or grandparent attends public worship regularly at a Christian Church.
 7. All other children
-

Tie breaker 1: Distance tie-breaker-

Where there are more applicants for the available places within a category then priority will be given to those pupils living nearest the school, as defined by distance. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the Local Authority's school admissions data mapping software, which employs a Geographical Information System based on Ordnance Survey. The address from which distance will be measured will be the home address of pupil as defined in the Guidance Notes. In the event of distances being the same for two or more applications, random selection overseen by an independent person not employed by the school will be used.

Definitions

1. Looked after children/previously looked after children

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. Previously looked after children are children who were looked after, but ceased to be so because they became subject to child arrangements orders or who were in state care outside England but who were then adopted.

- An adoption order is an order under section 46 of the Adoption and Children Act 2002. A "residence order" is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.)
- A "special guardianship order" is an order appointing one or more individuals to be a child's special guardian (or special guardians), under section 14A of the Children Act 1989.
- 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, under section 23ZZA(8) of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017).

2. Exceptional Medical or Social Needs

Written evidence must be provided by a suitably qualified professional - e.g.a GP or consultant for medical needs, or a social worker for social needs - that the child has exceptional medical or social needs, which means that admission to Canon Burrows Church of England Primary School is the only school that can meet the defined needs of the child. All information provided will be treated in the strictest confidence. The Governing Board's Admissions Committee will decide whether to admit a child under this criterion using the evidence provided.

3. Regular Attendance at Public Worship at Christ Church Ashton or any other Anglican Church.

Parent/legal guardian, Godparent or grandparent who attends public worships regularly at Christ Church Ashton – under – Lyne or any other Anglican Church.

Regularly means a minimum of 26 attendances by a parent/legal guardian, godparent or grandparent adult at public worship on Sunday or a weekday in the twelve-month period January 2024 to December 2024, verified by a supplementary information form signed by the Vicar or Minister. **Please check well in advance how your Church monitors weekly attendance.* Only one attendance per calendar week is counted, and the week runs from Monday to Sunday.

4. Children of Staff at the school

Children of staff on the payroll of Canon Burrows School Governing Board, for two or more years, at the time at which the application for admission is made, and/or the children of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Children with an older sibling attending the school

Sibling (brother or sister) refers to children attending the school at the time of application, who will still be attending

at the time of admission, i.e in the September when a pupil is admitted to reception, and living at the same address as the child for whom the application is being made. This includes natural sisters/brothers; half sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children, the child of the parent/carers partner, and in each case living at the same address. No sibling priority is given to cousins, regardless of their address or to siblings of children in year six who are leaving.

6. Regular attendance at Public Worship at a church in membership of Churches Together

Parent/legal guardian, Godparent or grandparent who is a member of and attends public worship regularly at any Christian Church.

(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')

Regularly means a minimum of 26 attendances of a parent/legal guardian at public worship on Sunday or a weekday in the twelve-month period January 2024 to December 2024, verified by a supplementary information form signed by the Vicar or Minister. **Please check well in advance how your Church monitors weekly attendance. Only one attendance per calendar week is counted, and the week runs from Monday to Sunday.*

7. All Other Children

Any other children applying for a place, with priority for admission given to those who live nearest to the school (please refer to the Tie-breaker above).

Waiting Lists

If the school has allocated all Reception places, a waiting list will operate until the end of the Autumn Term. If a place becomes available it will be offered to a child on the list according to the over subscription criteria above.

Allocating places to children applying after the main allocation procedure has been completed.

If places are still available after the main allocation process has been completed, the governors may offer places to children on the schools register of interest. Places offered will use the main allocation criteria 1 to 7 plus Tie Breakers as above

Deferred Admission

Children are eligible for a Reception place from the beginning of the school year in which they become five years old. However, they do not become of compulsory school age until the start of term after their fifth birthday. Parents may therefore 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. However, they cannot 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 more able or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send a 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. (See Guidance note 9)

Applying for places

Applications for places in Reception in the normal admissions round must be made on the local authority’s application form. Details of all the applications made will be forwarded to the school by the local authority. Parents seeking a place under criteria 3 or 6 must obtain a supplementary information form from the school and arrange for it to be completed by the Church Leader and returned to the school by the closing date for applications. Applications made under criteria 2 must be supported by written evidence from a GP, medical consultant or social worker, which must be returned to the school by the closing date for applications.

Appeals

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002.

Appeals in writing must be made to;

Democratic Services
Dukinfield Town Hall
King Street
Dukinfield
SK16 4LA

Parents will be informed of the deadline for lodging any appeal, and will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case.

In Year Transfers

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child’s name will be added to a waiting list for the relevant year group. Waiting lists will operate for all year groups until the end of the Autumn Term. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

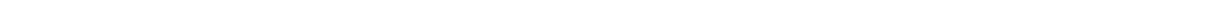
Applications for in-year admissions should be sent to the local authority.

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The information below indicates the number of applications received and the places allocated under the oversubscription criteria 1 to 7 and is for information only;

Criteria	1	2	3	4	5	6	7	applications
2020	1	1	19	0	17	0	22	124
2021	0	0	13	0	15	0	32	108
2022	0	0	15	0	22	0	23	121
2023	1	0	5	4	27	1	22	110

Determined by Governing Board – November 2023



Admission for September 2025/26 - Reception Guidance Notes:

1. Home Address of pupil - The address from which distance will be measured, will be the permanent residential address, of the parent with whom the child is normally resident, at the closing date of applications. If the address changes subsequently, the parent/legal guardian must notify the school. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels on the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

Evidence of proof of address

Proof of Address: Applicants are asked to provide two items from the list below as proof of address:

*Issued within the last 12 months

Council Tax Statement*
Tenancy agreement*
Council Tax Benefit Statement*
TV Licence*
Home contents insurance certificate*
Buildings insurance certificate*

**Issued within the last 3 months.

Recent Utility bill** (gas, electricity, water)
Land-line telephone bill (not a Mobile) **
Letter from a solicitor confirming exchange of contracts on a house **

Governors reserve the right to make enquiries of any relevant third parties.

If a child is cared for on a daily basis at another address, e.g. Child minder or grandparent or another member of the family, this address cannot be considered for the purpose of the admission process. Where the proposed admission is to coincide with a change of address, Independent verification will be sought. Many families have complex childcare arrangements. Factors such as these are not considered to be exceptional. Any written evidence in support of the application will be treated in the strictest confidence. If an address is subsequently proved to be false, then the governors reserve the right to withdraw the offer of a place.

2. Siblings/Twins and multiple births.

In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number if it is possible to do so (as permitted by section 2.15 of the School Admission Code), and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

3. In-year admissions

It sometimes happens that a child needs to change school other than at the normal time of admission. With effect from September 2013, a parent/legal guardian can apply directly to the school for a place for their child, by completing the school's in-year admission form. The Governors will consider the application and inform the parent of the outcome and their right to appeal against the refusal of a place. The school will notify the local authority of both the application, and its outcome.

4. Waiting List -

If the school is oversubscribed the waiting list will operate until the end of the Autumn Term 2025, for those parents who have expressed the school as a preference and have not been offered a place at the school or at a higher preference school, submitted an appeal, or who have opted to go on the list.

All pupils on the waiting list will be ranked according to the over-subscription criteria. Places will be offered, should any become available, to the highest ranked applications received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who

have been on the list for some time. Children who have been referred under the local authority's Fair Access protocol or who are the subject of a direction by the local authority to admit, must be given precedence over any other children on the waiting list.

5 Church Criteria 3 and 6

Please check with your church how attendance is recorded as the Governors may need to verify the information supporting the application.

- (3). Parent/legal guardian, Godparent or grandparent should have a minimum of 26 attendances at public worship on Sunday or a weekday in the twelve-month period prior to this application, verified by a supplementary information form signed by the Vicar / Minister / Pastor.
- (6 Parent/legal guardian, Godparent or grandparent who is a member of any other Christian Church*, and have a minimum of 26 attendances at public worship on Sunday or a weekday in the twelve-month period prior to this application, verified by a supplementary information form signed by the Vicar / Minister / Pastor. * (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)
- (3 and 6) Only one attendance per calendar week is counted, and the week runs from Monday to Sunday.
- If you attend more than one church you will need a supplementary information form completed for each church attended, signed by the Vicar / Minister / Pastor.
- The supplementary information form(s) must be obtained from the school, and returned to the school by the closing date for applications.

6 Looked after Children and Previously Looked After Children - In the case of previously looked after children, the governors may request a copy of the child arrangements order. (Adoption, Residence or special guardianship order, and a letter from the local authority that last looked after the child, confirming that he or she was looked after immediately prior to that order being made.)

7 SEN Education, Health and Care Plan (EHCP)

The school will admit all children having an EHCP where Canon Burrows Church of England Primary School is the named school in the EHCP. A copy of EHCP or details of the issuing authority should be submitted with the application. All information provided will be treated in the strictest confidence.

8 Late Applications - Applications received after the published closing date will be considered after all applications received on time have been processed.

9. Admission outside the child's normal age group.

Parents requesting admission out of the normal age group should put their request in writing together with their application (the Thameside Local Authority online application provides space for this) or to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken in to account. The Governing Board 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 Board will also take into account the views of the Headteacher.

Where the Governing Board 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 (the age group to which pupils are normally admitted to the school) the local authority and Governing Board will 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 Board will not give the application lower priority on the basis that the child is being admitted out of their normal age group. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group. All information provided will be treated in the strictest confidence

END

Reception Class - ADMISSION YEAR 2025/26
Canon Burrows Church of England Primary School.
Supplementary Information Form - Reference from Church Leader

Name of Applicant.....Parent/Legal Guardian of

(Child's name).....

Number of recorded attendances
at weekly public worship.

I.....certify that the above named parent/legal guardian has attended
weekly public worship for the number of times shown above in the period January 2024- December 2024.
Only one attendance per calendar week is counted, and the week runs from Monday to Sunday.

Name of Place of Worship.....

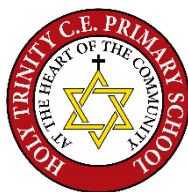
Address.....

.....

Position.....Print Name.....

Signed.....Date.....

To be returned to school no later than 31st January 2025



HOLY TRINITY C.E PRIMARY SCHOOL ADMISSION ARRANGEMENTS ADMISSION POLICY 2025 -2026

Holy Trinity 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 Tameside 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 following consultation with Manchester Diocesan Board of Education and Tameside Local Authority.

Admission arrangements

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.

39 part time children may be admitted to the Nursery class. (Please see Nursery admissions policy for full details). A separate application must be made for any transfer from the Nursery class to the Reception Class in the Primary School.

Responsibility for admissions is delegated to the Governing Body.

The school will admit all children having an Educational Health Care Plan (EHCP) in whose plan the school is named.

When the number of applications received is greater than the number of remaining places available (after the admission of any pupils with 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 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.
2.	Children whose medical or social circumstances mean that their needs can only be met at this school.
3.	Children who will have an older sibling (brother or sister) attending the school at the time of their admission.
4.	Children who have an older sibling (brother or sister) attending the school at the time of their application.
5.	Children of staff who have been employed at the school for two years or more at the time of the application for admission to the school is made.

6.	Any other children who reside in the former Parish of Holy Trinity, by distance from the school, with priority for admission given to children who live nearest to the school.
7.	Any other children.

Notes:

a) Where there are more applicants for the available places within a category, then priority will be given to children living nearest to the school. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

In the event of distances being the same for 2 or more applications, where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

- b) Where admission is sought under exceptional medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.
- c) Sibling (brother or sister) includes natural sisters/brothers; half-sisters/brothers; step sisters/brothers; adopted sisters/brothers, sisters/brothers of adopted children; children of the parent/carer's partner, and in each case living at the same address and full brother or sister living apart.
- d) A map showing the area covered by the former Parish of Holy Trinity is available at the school.
- e) Tie breaker: In the event that a number of children equally meet the criteria, and where to admit all of them would exceed the PAN of 30, then the children who meet the lowest criteria will have their places decided by the drawing of lots. For example, this would apply in the event of two or more applicants meeting the exact same distance criteria. The drawing of lots will be done by someone with no connection to the school.

Infant class size

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **will not** contain more than 30 pupils with a single school teacher. Additional children **may** be admitted under very 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 an EHCP specifying a school;
- 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) 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 must be made online through the local authority's Citizens Portal.

Please give details of the points you wish to be taken into consideration regarding your child's qualifications for entry under the above criteria when making the submission.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible 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 the end of the autumn term only and is held by the Local Authority.

In-year admissions

Admissions outside of the normal school round should be made to the Local Authority in the same way as all other applications. In the event that more children apply than there are places available, the usual order of priority will apply. Unsuccessful applications can be appealed as detailed below. For in-year admissions, unsuccessful applications or appeals will not be placed on a waiting list.

Appeals

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002.

Appeals can be made online or in writing to:

**Democratic Services
Tameside One
Market Place
Ashton Under Lyne
Tameside MBC OL6 6BH**

Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Nursery Admissions

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

A place in the Nursery does not guarantee a place in the Reception class the following year. A separate policy is available on the school website.

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 Age Range

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. This could be because they were born prematurely or because of other critical social or medical factors. In addition the parents of summer born children (Who would not become 5 until April-August) may choose not to send their child to school until the September after their 5th birthday and may request they are admitted out of their normal age group - to reception rather than year 1

Parents requesting their child to be admitted outside of the normal age range should submit reasons for the request together with their application. The online application provides space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child.

Each request and the evidence provided will be considered by a panel of Governors who will make a decision on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, Governors will not ask for additional information. All information provided will be treated in the strictest confidence.

Please note that one admission authority cannot be required to honour a decision made by another which means, where multiple applications are being made to different schools, you may receive differing outcomes.

Please keep this copy of the Admissions Policy for your own information.



Reception Admission Policy and Arrangements

2025/2026

Our Lady of Mount Carmel RC Primary and Nursery School is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by Tameside and is a voluntary aided School. The Governing Board is the Admissions Authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing September 2025, the Governing Body has determined that the number of children to be admitted to Reception 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 LA Admissions website. This opens on 1 November 2024 and will close on 15 January 2025. If you wish to have your application considered against the school's religious criteria, then you must **ALSO** complete the Supplementary Form which is available from the school by 15 January 2025.

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 and Internationally Adopted Previously Looked After Children.**
2. **Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school;***
3. **Baptised Catholic children who have a sibling in the school at the time of admission.**

4. **Baptised Catholic children resident in the parish of Holy Cross and St Helen, Ashton (which falls within the Tameside Metropolitan Borough)**
5. **Looked After Children and previously Looked After Children and Internationally Adopted Previously Adopted Children.**
6. **Other children who have a sibling in the school at the time of admission.**
7. **Other Baptised Catholic Children.**
8. **All remaining applicants.**

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

Pupils with an Education, Health and Care Plan

Children with Education Health and Care Plans where Our Lady of Mount Carmel RC Primary school is specifically named in the plan (in accordance with the provisions of the SEN Code of Practice) will be allocated places before the oversubscription criteria are applied.

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. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

Notes for Applicants:

- a. All applications will be considered at the same time and after the closing date for admissions which is 15 January 2025. Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.
- b. A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- c. For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or

in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The Governing Board will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the **Episcopal Vicar of Education or officers of the DDFE** will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- e. 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. A waiting list for children who have not been offered a place will be kept for the whole school year and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received, or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.
- g. For 'In Year' applications received outside the normal admissions round, if places are available, they will be offered to those who apply. If there are places available but more applicants than places, then the published oversubscription criteria will be applied.
- h. If an application for admission has been turned down by the Governing Board, parents may appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was

unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

- i. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- j. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Board may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are Looked After/previously Looked After Children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- k.
 1. Children are eligible for a Reception place from the beginning of the school year in which they become five years old. However, they do not become of compulsory school until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year. However, they cannot 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.
 2. 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 One. Any such request should be made in writing to Mrs Helen Hayes at Our Lady of Mount Carmel RC Primary School, Holden Street, Ashton-under-Lyne, OL6 9JJ 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.
- l. Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.

St Christopher's RC Primary and Nursery School

RECEPTION ADMISSION POLICY AND ARRANGEMENTS 2025/2026

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

For the school's year commencing **September 2025**, the Governing Body has determined that the number of children to be admitted to Reception will be **30**.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions to the school will be determined by the Governing Body. Parents must complete a Local Authority Preference Form or apply online via the website at www.tameside.gov.uk. If you wish to have your application considered against the 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. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school;*
3. Baptised Catholic children who have a sibling in the school at the time of admission.
4. Baptised Catholic children resident in the parish of Holy Cross and St Helen, Ashton.
5. Looked After Children and previously Looked After Children.
6. Other children who have a sibling in the school at the time of admission.
7. Other Baptised Catholic Children.
8. All remaining applicants.

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

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school measured as detailed below.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software

In the event of two or more applications with distances, which are exactly the same competing for a final place, e.g., blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place

Notes for Applicants:

- a. All applications will be considered at the same time and after the closing date for admissions which is **15th January 2025**. 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. Looked after children and all previously looked after children, including those 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. 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).

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. 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.
- c. The school will admit all children having an Educational Health Care Plan (EHCP) in which the school is named.
- d. For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the [appropriate diocesan authority] will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- e. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- f. '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.
- g. A waiting list for children who have not been offered a place will be kept until the end of the Autumn term 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.
- h. 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.
- i. 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.
- j. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- 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 of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.

l. Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents can request that the place be deferred until later in the year and if they do this the place will be held for the child. They cannot however defer until later in the 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 academic year for which the original application was accepted. Parents can also request that their child attend on a part time basis until the child reaches compulsory school age.

m. 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.

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.

Parents should submit reasons for requesting admission for their child outside of the normal age range together with their application. Please submit any application to the Headteacher, Addressing it to the Headteacher, St Christopher's Road, Ashton, OL69DP. You should also submit views of medical professionals as necessary.

A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child. Parents should complete the online application and include details of their request to defer entry for their child. They may also contact the Admissions Team for further information. 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.

St. Peter's C. E. Primary School.

Admission Policy for Reception 2025 – 2026

The number of places available for admission to the Reception year is 30.

This arrangement follows consultation between the governing body, Tameside Council (LA), Manchester Diocese and other admissions authorities in the area. Admissions are co-ordinated by the LA, and applications for a place in Reception must be made on the LA application form.

The governors will offer places to all applicants unless the number of applicants exceeds the published admissions number.

The governors will admit all children with an Educational Health and Care Plan, where the EHCP names the school.

Following the admission of all children with an Educational Health and Care Plan which names the school, in the event of over-subscription for the remaining places the governors will allocate places using the following criteria which are listed in priority order. The criteria must be read in conjunction with the additional notes.

1. Looked after children and all previously looked after children, including those 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. 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)

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. 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

* Supporting documentation should be provided

2. Children who are in receipt of the service premium. (The service premium is a separate grant paid to schools and local authorities to support children whose parent(s) are currently serving or have previously served in the armed forces.)

Pupils attract the premium if they meet the following criteria:

- one of their parents is serving in the regular armed forces
- they have been registered as a 'service child' in the [school census](#) at any point since 2011
- one of their parents died while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme (AFCS) or the War Pensions Scheme (WPS)

3. Children of families who worship within The Parish of the Good Shepherd, Ashton-Under-Lyne.
 - * *The child must have attended a Church within the Parish of the Good Shepherd, thirteen times or more in the year immediately before the application. Verification will be required from the minister or church official [see supplementary form*]. Churches within The Parish of the Good Shepherd are:*
 - * *St. Peter's*
 - * *Holy Trinity*
 - * *St. Michael & All Angels*
 - * *St. James*
 - * *St. Gabriel*
 - * *In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. Consequently, the minimum of 13 attendances will be reduced pro rata (by 1) for each four week period for which the church has been closed.*

4. *Children whose parents are members of staff at St. Peter's Primary School, where:*
 - i. *the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or*
 - ii. *the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.*

5. Children of families who worship at other Christian Churches.
 - * *The child must have attended another church in the membership of 'Churches Together in Britain and Ireland' thirteen times or more in the year immediately before the application. Verification will be required from the minister or church official [see supplementary form*]. A list of Churches in membership of Churches Together in Britain and Ireland can be viewed at www.ctbi.org.uk*
 - * *In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. Consequently, the minimum of 13 attendances will be reduced pro rata (by 1) for each four week period for which the church has been closed.*

6. Other exceptional medical or family circumstances, for which evidence will be required.
 - * *Evidence must be provided from a doctor or other agency that he/she has exceptional medical needs which means that admission to a particular school is essential, reference will normally be made to the Community Health Physician, Social Services or the Educational Psychologist, as appropriate. Governors will make a decision as to whether to admit a child under this criteria using the evidence provided. If evidence is not provided the Governors **will not** give higher priority under this criteria. All information provided will be treated in the strictest confidence.*

Contd.

7. *Siblings*: this will apply where the applicant has one or more brothers or sisters attending the school at the time of application, who will still be attending at the time of admission.

The sibling criterion includes; natural sisters/brothers; half-sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

8. Any other children: Priority will be given to children who live nearest the school.
- * *Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which employs a Geographical Information System based on Ordinance Survey.*
 - * *The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.*
 - * *In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.*

Tie-breaker: If there is oversubscription in any of the criteria, then distance from home address to school [as described in no. 8] will be used to determine the allocation of places. If this 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.

Closing date.

The school will, statutorily, adopt the same closing date for Reception applications as LA community schools which is 15th January 2025. This date can be found in the 'Starting Out' information that can be accessed on the Tameside Website. Parents will be sent a letter detailing how and where to access this information online.

Late Applications

Late applications will be dealt with after applications that are received on time have been processed. If school is undersubscribed on allocations and late applications exceed the number of places available then the admissions criteria will be applied to the late applications until all the places have been allocated.

Contd.

Waiting List

If the school is oversubscribed the governors will maintain a waiting list. The waiting list will operate until 31 December 2025. Parents, who have expressed the school as a preference and have not been offered a place at the school or at a higher preference school, will automatically be placed on the waiting list. Other parents who have submitted an appeal or who have opted to go on the list will also be placed on the list.

All pupils on the waiting list will be ranked according to the over subscription criteria. Places will be offered, should any become available, to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. A significant change of circumstances, such as change of address, will be taken into account: evidence must be provided. Children who have been referred under the local authority's Fair Access protocol or who are the subject of a direction by the local authority to admit must be given precedence over any other children on the waiting list.

Change of Preference

Admission authorities will not allow preferences, ranking order or pupil details, to be changed after the closing date except in exceptional circumstances for example, if the family has recently moved address. Evidence must be provided to support the request. No changes can be considered after 23rd January 2025, when the allocations process has started.

Deferred Admission

Children are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school age until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year and if they do this the place will be held for their child. However they cannot 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.

Infant class sizes and appeals

Parents who are not allocated a place in the Reception class at the school have the right of appeal to an Independent Appeal Panel. The appeal must be sent in writing to the clerk of governors at the school. Parents must give their reasons for appealing in writing and the panel's decision is binding on the governors.

In normal circumstances an appeals panel cannot allow a place for a child if this means that the Reception class will have more than 30 pupils.

Parents should note that a panel can only uphold an appeal if the decision was not one which a reasonable admissions authority would make in the circumstances of the case or if the child would have been offered a place if the admission arrangements had been properly implemented.

DFE School Admission Appeals Code 2021

Contd.

Casual/In-year Admissions

The above criteria will be applied if applications are made for places at any time other than at the beginning of the Reception class.

Requests for admission outside a child's normal age group.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

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

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

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

*** Supplementary Form**

The supplementary form is available from the school and the local authority. Please return the supplementary form to school by the closing date.



St Peter's Church of England Primary School

Head teacher: Mr Wilson Deputy Head teacher: Mr Colvin Assistant Head teacher: Miss Youd
Chair of Governors: Miss Wilson
Oxford Street, Ashton-u-Lyne, Lancashire, OL7 0NB
Twitter: @stpetersashton T: 0161 330 1691 F: 0161 342 8352 E-mail: admin@st-peters-ashton.tameside.sch.uk

ST PETER'S C.E. (VA) PRIMARY SCHOOL

SUPPLEMENTARY FORM

To be completed and returned to school by the closing date of 15th
January 2025

Name of the child

Surname Date of Birth:

Other names Girl / Boy

Name of Parent

Surname

Other names

Address

.....
.....
.....

Post Code Telephone no:

Place of worship the child regularly attends

'Growing and Learning together' so we can become strong and dependable, just like the Mustard Seed, Matthew 13:32.





St Peter's Church of England Primary School

Head teacher: Mr Wilson Deputy Head teacher: Mr Colvin Assistant Head teacher: Miss Youd
Chair of Governors: Miss Wilson
Oxford Street, Ashton-u-Lyne, Lancashire, OL7 0NB
Twitter: @stpetersashton T: 0161 330 1691 F: 0161 342 8352 E-mail: admin@st-peters-ashton.tameside.sch.uk

Name of place of worship

Name of faith leader

Address

Post Code Telephone no:

Declaration of worship attendance

- * My child has attended the above named place of worship more than thirteen times in the year immediately before this application. (In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship). Consequently, the minimum of 13 attendances will be reduced pro rata (by 1) for each four week period for which the church has been closed.

Signature of Parent:

Date :

Signature of the Minister of the church:.....

Date:.....

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

'Growing and Learning together' so we can become strong and dependable, just like the Mustard Seed, Matthew 13:32.



ST ANNE'S RC PRIMARY AND NURSERY SCHOOL

CLARENDON ROAD AUDENSHAW MANCHESTER M34 5QA

HEADTEACHER: MRS A DUFFY

TEL: 0161 370 8698 FAX: 0161 371 1964

E-MAIL: head@st-annes-audenshaw.tameside.sch.uk

WEBSITE: www.st-annes-audenshaw.tameside.sch.uk



St Anne's R.C. Primary and Nursery School Audenshaw
2025-2026

St Anne's is a Roman Catholic Voluntary Aided Primary School provided by the Diocese of Salford and maintained by Tameside Local Authority. The school's Governing Body is the admissions authority and has sole legal authority for taking decisions on applications for admission. As in previous years, for the academic year 2024-25, the school's Indicated Admission Number remains at 30, so the Governing Body's Planned Admission Number remains at 30. The school has been over-subscribed for several academic years.

The ethos of St Anne's is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place at St Anne's to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the Catholic faith to apply for, and be considered for, a place at the school.

Admission to the school will be made by the Governing Body strictly in accordance with the following set of criteria. These will be used to form a priority order if there are more applications for admission than the school has places available. The criteria need to be read in conjunction with the additional notes below.

1. Baptised Roman Catholic Looked After Children, Baptised Catholic previously Looked After Children and Internationally Adopted Previously Looked After Children.
2. Baptised Roman Catholic children with exceptional social and medical needs.
3. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in the Catholic Parish of St Anne.
4. Baptised Roman Catholic children who are resident in the Catholic Parish of St Anne.
5. Baptised Roman Catholic children who will have a brother or sister attending St Anne's at the time of admission and are resident in another parish.
6. Other baptised Roman Catholic children.
7. Other children who are in public care and those children adopted from state care outside of England.
8. Other children with certified exceptional social and medical needs.
9. Other children.

For categories 1 to 6, a valid Certificate of Roman Catholic Baptism is required to establish the faith of a child. This proof of Baptism must be supplied to the school before the Governing Body's Admission Committee meets to allocate places. Priority cannot be given to pupils within these categories without this documentary evidence.

Oversubscription and Tie-Breakers

A. In the event of the need for a further tie-breaker, then geographical distance will be considered. Preference will be given to pupils living nearest to the school, measured as a straight line. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate of the school property. Measurements will be made using Tameside Local Authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

B. In the event of geographical distances being identical for two or more applications where this distance would be the last place(s) to be allocated, a random lottery will be implemented between the applications where the distance is the same. It will be carried out in a place accessible to the public and supervised by someone independent of the school. All the names will be entered in to a hat and the required number of names will be drawn out.

Children with Education Health and Care Plans where St Anne's School is specifically named in a plan (in accordance with the provisions of the SEN Code of Practice) will be allocated places before the oversubscription criteria are applied.

Additional Notes

1. The Governing Body, not Tameside Local Authority, is the admissions authority. The Admissions Committee is comprised of the following governors: Headteacher and four Foundation Governors including the Parish Priest.
2. If you are a Tameside resident you must make your application to Tameside Local Authority, even if you wish your child to attend a school in another Local Authority area. You should put your child's name down at any Tameside Primary school by the beginning of October.

Tameside primary schools will forward details of all the children who have been registered with them to the local Authority Team, who will send out details of how to apply in November. Details will include where to view "Starting Out" and a letter explaining how to make your application.

You should use your application to apply for any primary school, whether this is in Tameside or in another Local Authority area. Application details may also be obtained from the Admissions Section at Tameside MBC.

"Starting Out" will be available on Tameside's website. NB: Each school application should be discussed with all parents and carers and only one application may be submitted for each child.

3. Parents must complete a Common Application Form and express up to six preferences for primary admission. The closing date for all applicants is set by the Local Authority. All applications that are received by the closing date will be considered by the governors at the same time in a fair way according to the published criteria. Applications received after the closing date will be deemed "Late" and will only be considered after all applications received on time have been processed.
4. Parents will be informed of the decision of the Governing Body by Tameside LA on the offer date in the Spring before admission. Parents should note that an offer of a place does not guarantee a place for brothers and sisters in subsequent years.

5. Parents should check carefully whether they are resident within the parish boundaries of The Catholic Parish of St Anne. A map illustrating parish boundaries as formally defined by the Salford Diocesan Boundaries Board is on view in the School Office.
6. Children are eligible for a Reception place from the beginning of the school year in which they become five years old. However, they do not become of compulsory school until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year. However, they cannot 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.
7. 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 One. Any such request should be made in writing to Mrs Alicia Duffy at St Anne's R.C. Primary School, Clarendon Road, Audenshaw M34 5QA 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.
8. Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Appeals can be made online or in writing to:
Democratic Services
Tameside One
Market Place
Ashton Under Lyne
Tameside MBC OL6 6BH

Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

9. Where the Governing Body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example, incorrect details of a place of residence in the catchment area) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered a fresh and a right of appeal offered if a place is refused.

Definitions

Home Address:

The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

Parent:

Throughout this policy the term 'parent' includes:

- All natural parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility for a child or young person;
- Any person who, although not a natural parent, has care of a child or young person.

Siblings: Sisters and Brothers:

For the purposes of this policy, the words "brother" and "sister" refer throughout to natural sister or natural brother, half-sister or half-brother, adopted sister or adopted brother, step-sister or stepbrother, foster sister or foster brother, or the child of the parent/carer's partner. The child for whom the school place is sought must be living in the same family unit and at the same permanent address as the brother or sister. This allows for the priority admittance of children whose brothers and/or sisters will still be attending the school at the time of admission.

Proof of Address:

Starting out and the application form ask parents to provide two proofs of address from the following list:

- Mortgage Statement*
 - Tenancy agreement or letter from landlord*
 - Council Tax Statement*
 - Council Tax benefit statement*
 - TV licence*
 - Home contents insurance certificate*
 - Buildings insurance certificate*
 - Recent utility bill (gas, electricity, water, land-line telephone bill but not a mobile phone bill)**
 - Letter from a solicitor confirming exchange of contracts on a house**
- (*issued within the last 12 months; ** issued within the last 3 months)

Late Applications

Applications received after the closing date which is the 15th January. Late applications will only be considered after all applications received on time have been processed.

Change of Preference

Changes to preferences, ranking order or pupil details, will not be allowed after the closing date, except in exceptional circumstances, for example, if the family has moved address. Evidence must be provided to support the request. An intention to change address cannot be considered until the move has actually taken place and proof is available, or parents may provide a solicitor's letter confirming an exchange of contracts on a property, or a tenancy agreement. No changes can be considered even where there are exceptional circumstances once information has been passed from Tameside Local Authority to the school Governors, because the allocations process has commenced.

Waiting Lists

St Anne's is frequently oversubscribed, so a waiting list is held until the end of the Autumn Term. Parents who have expressed the school as a preference and have not been offered a place at the school or at a higher preference school, will automatically be placed on the waiting list. Other parents who have submitted an appeal or who have opted to go on the list will also be placed on the list. All pupils on the waiting list will be ranked according to the oversubscription criteria. Places will be offered, should any become available, to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. A significant change of circumstances, such as a change of address, will be taken into account: evidence must be provided.

Children who have been formally referred under the Local Authority's Fair Access Protocol or who are the subject of a formal direction by the Local Authority to admit must be given precedence over any other children on the waiting list.

Children with Exceptional Medical Needs or Home Circumstances and/or Special Educational Needs

Written evidence must be provided from a doctor or other agency that he/she has exceptional needs which means that admission to St Anne's Primary School is essential. A panel of governors will make a decision as to whether to admit a child under this criteria using the evidence provided. All information provided will be in the strictest confidence.

A Looked After Child

This term also refers to a child who was previously looked after but immediately after ceased to be because they were subject to an adoption, residence, or special guardianship order. 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.

Infant Class Sizes

Infant classes (viz. 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 very 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.

Nursery Admissions

Admission arrangements to the Nursery are separate to these for the Reception Class. It must be noted by parents that attendance at the Nursery does not give priority or guarantee admission to the school and parents must reapply for a Reception place.

DENTON

St John Fisher RC Primary School

St John Fisher RC Primary School

Admissions Policy September 2025 - 2026



Mission Statement

'Come follow me and I will make you fishers of men'

As we walk in the footsteps of Jesus we let our **faith** shine through our prayers, thoughts, words and actions.

We welcome you as we would welcome our friends and family with **love**, respect and compassion.

We seek to be the best in all that we learn and do, showing creativity, self-belief and **passion** for learning and life.

We will have **courage** to change the world for the good of others and be proactive in protecting all of God's creation.

FAITH LOVE PASSION COURAGE

Admissions Policy

St. John Fisher R.C. Primary School, Haughton Green Policy for Admission to Reception Class 2025-2026

St. John Fisher is a Roman Catholic Voluntary Aided Primary School provided by the Roman Catholic Diocese of Salford and maintained by Tameside Local Authority. The school's Governing Body is the admissions authority and has sole legal authority for taking decisions on applications for admission. The Governing Body's Planned Admission Number (PAN) is 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 to develop fully and prepare them to undertake their responsibilities as Catholics in today's society. The school requires all parents applying for a place here to understand and respect our ethos and its importance to the life of our school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admission to the school will be determined by the Governing Body. Parents must complete a Local Authority Preference Form or apply online via the website at

<https://www.tameside.gov.uk/admissions/psa>

If you wish to have your application considered against the school's religious criteria then you must **ALSO** complete the Supplementary Form which is available from the school at <https://www.st-johnfisher.tameside.sch.uk/information/admissions> or by contacting the school office.

Admissions Criteria

Admission to the school will be made by the Governing Body strictly in accordance with the following set of criteria. These will be used to form a priority order if there are more applications for admission than the school has places available. The criteria needs to be read in conjunction with the additional notes below.

1. Baptised Roman Catholic Looked After Children, Baptised Roman Catholic previously Looked After Children and Looked After Children adopted from overseas. *
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 have a sibling in the school at the time of admission.
4. Baptised Roman Catholic children resident in the parish of St Mary and St John Fisher Denton.
5. Looked After Children and previously Looked After Children.
6. Other children who have a sibling in the school at the time of admission.
7. Other baptised Roman Catholic children resident in another parish.
8. All remaining applicants.

*A Looked-After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989, or (c) who was in state care outside England but has now been adopted. 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.

Exceptional need of this kind will occur very rarely. A **written application must be submitted in advance of the normal admissions timetable (See Point 9 below)

For categories 1 to 6, a valid Certificate of Roman Catholic Baptism is required to establish the faith of a child. This proof of Baptism must be supplied to the school by 15th January for verification, before the Governing Body's Admission Committee meets to allocate places. **Priority cannot be given to pupils within these categories without this documentary evidence.**

The Governing Body, not Tameside Local Authority, are the admissions authority. The Admissions Committee is comprised of the following: Headteacher and designated Foundation Governors including the Parish Priest where possible. They are authorised to admit children in accordance with the Admissions Policy and up to the admission number set by the Governing Body.

Additional Notes

1. In the autumn term all parents who have expressed an interest in a school place will be sent a letter advising them where to access a downloadable copy of Tameside Local Authority's 'Primary Admissions Booklet' which gives details of the LA co-ordinated admissions arrangements and the online Application Form. These details are also available from local authority offices and public libraries.
2. All applicants will be considered at the same time and after the closing date for admissions set by the Local Authority which is 15th January each year. **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.** Children who have been formally referred under the Local Authority's Fair Access Protocol or who are the subject of a formal direction by the Local Authority to admit must be given precedence over any other children on the waiting list.
3. Children with an EHCP (Education, Health Care Plan) where St John Fisher School (the main school and not the ASD Base) is specifically named within the plan (in accordance with the provisions of the SEN Code of Practice) will be allocated places before the oversubscription criteria are applied.
4. Late applications will be considered in accordance with the Admissions Policy. They will be admitted if a place is available but placed on the standing waiting list if not available.
5. Parents will be informed of the decision of the Governing Body by Tameside LA on the offer date in the Spring before admission. Parents should note that an offer of a place does not guarantee a place for brothers and sisters in subsequent years.

6. Parents should check carefully whether they are resident within the parish boundaries of The Catholic Parish of St. Mary and St John Fisher. A map illustrating parish boundaries as formally defined by the Salford Diocesan Boundaries Board is on view in the School Office.

7. It is the duty of Governors to comply with class size limits in Reception. This means that the school cannot operate classes in Reception of more than **30 children**.

8. If in any category there are more applications than places available priority will be given according to the distance between the child's permanent address and the school. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey. In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

In the event of two or more applications with distances, which are exactly the same competing for a final place, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

9. Children are eligible for a Reception place from the beginning of the school year in which they become five years old. However they do not become of compulsory school until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year. However they cannot 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.

10. If a parent has chosen the school because the child has exceptional social, medical or educational circumstances or the parent is disabled, this should be indicated with the reasons for choosing the school. Parents must also provide a letter from a doctor or social worker as supporting evidence. If supporting evidence is not supplied with the application the application will be refused. A panel of governors will make a decision as to whether to admit a child under this criteria using the evidence provided. All information provided will be in the strictest confidence.

11. **If an application for admission has been turned down by the school, parents can appeal to the Governing Body. Parents must submit their reason for appealing in writing to the Clerk to the Governors at the school within 14 days of notification of refusal. The Admissions committee will respond within ten working days. If the school's decision is upheld, parents can appeal to an independent Appeals Panel. To be successful, parents have to show that the decision was one which in the circumstances no reasonable Governing Body would have made, or that the child would have been offered a place if the Governing Body's admissions arrangements had been properly implemented. The decision of the independent appeals panel is binding upon the Governors.**

12. Where the Governing Body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example, incorrect details of a place of residence in the catchment area) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

13. Admission arrangements to the Reception class are separate from those for the Nursery.

14. 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. Although the admission arrangements for the Nursery are separate they are totally based upon the criteria in the main School Admissions Policy.

15. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.

16. 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships. The child for whom the school place is sought must be living in the same family unit and at the same permanent address as the brother or sister. This allows for the priority admittance of children whose brothers and/or sisters will still be attending the school at the time of admission.

17. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Board may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are Looked After/previously Looked After Children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.

18. 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. Parents should inform the school of any significant change of circumstances, such as a change of address, which will be taken into account: evidence must be provided. The waiting list will operate for the whole of the academic year.

19. 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.

20. For 'In Year Fair Access' applications school will follow the guidance published by the DfE <https://www.gov.uk/government/publications/school-admissions-code--2> Statutory categories of children who can be placed under the Fair Access protocol now encompasses wider categories of children including - children in need children or children with a child protection plan, children in kinship care arrangements, children who have been out of education for four weeks or longer and previously looked after children.

21. If a child is a "summer born child", parents may choose not to send their 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. 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 they must discuss this with the school before applying. Decisions are 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; information about the child's academic, social, and emotional development and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. However the final decision rest with the Headteacher. Parents will be informed of the decision and the reasons for the decision.

22. Where it has been agreed 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 Reception the local authority and school will 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 application will then be given equal priority to other applications. 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.

23. ASD Base Please note that arrangements for children with a statement for Autistic Disorders for admission into the ASD Resource Base are separate from admission to the mainstream school.

Definitions

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Parent

Throughout this policy the term 'parent' includes:

- All natural parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility for a child or young person;
- Any person who, although not a natural parent, has care of a child or young person.

Proof of Address

Parents must provide TWO proofs of address from the following list:

- Mortgage Statement*
- Tenancy agreement or letter from landlord*

- Council Tax Statement*
- Council Tax benefit statement*
- TV licence*
- Home contents insurance certificate*
- Buildings insurance certificate*
- Recent utility bill (gas, electricity, water, land-line telephone bill but not a mobile phone bill)**
- Letter from a solicitor confirming exchange of contracts on a house**

(*issued within the last 12 months; ** issued within the last 3 months)



St. Mary's R.C. Primary and Nursery School

Reception Admission Policy and Arrangements 2025-2026

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

For the school's year commencing September 2025, the Governing Body has determined that the number of children to be admitted to Reception 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 <https://admission.tameside.gov.uk/CitizenPortal LIVE/en> If you wish to have your application considered against the 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 oversubscription criteria will be applied.

Children with an Education Health and Care Plan where the school is named will be allocated places before the oversubscription criteria is applied. The criteria for oversubscription is as follows:

- 1. Baptised Catholic Looked After Children and Baptised Catholic previously Looked After Children.**
- 2. Baptised Catholic children who have a sibling in the school at the time of admission.**
- 3. Baptised Catholic children resident in the parishes of St Mary and St John Fisher and Holy Family (which falls within the Tameside Metropolitan Borough)**
- 4. Looked After Children and previously Looked After Children.**
- 5. Other children who have a sibling in the school at the time of admission.**
- 6. Other Baptised Catholic Children.**
- 7. All remaining applicants.**

Tie Break

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. Distance will be measured as a straight line from the child's home

St. Mary's R.C. Primary and Nursery School

Admissions Policy for admission into Reception in September 2025

address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property.

Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

Notes for Applicants:

- a. All applications will be considered at the same time and after the closing date for admissions which is 15 January 2025. 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. 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.
- c. For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The Governing Board will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the **Director of Education or officers of the DDFE** will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.

- e. 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. **Waiting List** - A waiting list for children who have not been offered a place will be kept for the full academic year and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.
- g. **In-Year Applications** - 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. **Appeals** - If an application for admission has been turned down by the Governing Board, parents may appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- i. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- j. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Board may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are Looked After/previously Looked After Children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- k. **Application process for Summer born / Admission Outside 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 St Mary's RC Primary School, Kynder St, Denton, M34 2AR 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.
- l. **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 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 in writing, as soon as possible.

Policy approved by the Governing Body on 29th November 2023

St Mary's CE Primary Droylsden admission arrangements 2025-2026

ST MARY'S CE PRIMARY SCHOOL DROYLSDEN

St Mary's Church of England Primary School, Droylsden 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 Tameside Council (the Local Authority) and the school liaises with the Local Authority and with Manchester Diocese on admissions issues.

ADMISSION ARRANGEMENTS FOR RECEPTION (FOUNDATION 2) CHILDREN

Children are admitted into the Foundation Two (Reception Year) age group of the Primary School in September following the child's 4th (fourth) birthday.

Applications for admission to the Reception Year should be made on the Common Application Form issued by the local authority in which the child's parent(s)/guardian(s) live. The application form should be returned to the local authority by the closing date. Details of all the applications made will be forwarded to the school.

The school's published admission number (PAN) for the admission of children to the Reception Year is 30. If no more than 30 applications are received for admission to the Reception Year, all applicants will be offered places.

The school will admit all children having an Education, Health and Care Plan (EHCP) where the school is named on the EHCP.

Oversubscription criteria

When the number of applications received is greater than the number of places remaining available (after the admission of any children with an EHCP naming the school) the Governors' decision on which children will be allocated places will be based on the following criteria which are listed in priority order. These will then be sent to the local authority, who will then collate the allocations and inform parents accordingly.

IMPORTANT:- The following oversubscription criteria should be read in conjunction with the additional notes below.

After the admission of any children with a statement or an EHCP naming the school, places are allocated for the Reception Year in the following order of priority:-

1. All looked after or previously looked after children (See note 1)
2. Regular attendance at St. Mary's Church of England Church, Droylsden (See note 2).
3. Children who will have an older sibling (including natural sisters/brothers; half and step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children, and in each case must be living at the same address) attending the school at the time of their admission.
4. Regular attendance at other Church of England Churches. (See note 2)
5. Regular attendance at other Christian Churches that are members of "Churches Together in England." (See note 2) or regular attendance at other places of worship
6. Children with exceptional medical or social need. (See note 4)
7. Children of staff who do not meet any of the criteria 1-6
8. All other children (places will be allocated giving priority first to children living nearest to school).

Notes.

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 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. To meet criteria (2), (4) or (5), regular attendance at Church or other places of worship is defined as attendance at public worship at least once a month by one parent/guardian for a minimum period of twelve months immediately prior to the date of making the application. A form to be completed by the Minister or

St Mary's CE Primary Droylsden admission arrangements 2025-2026

other Religious leader is available from the school office and should be returned to the school by the closing date. This form must be used IN ALL CASES to support any application for these criteria. For applications under criterion (5), a list of Churches in membership of Churches Together in England can be viewed at www.cte.org.uk/MemberChurches

2b. In the event that during the period specified for attendance at worship the church (or in relation to those of other faiths, relevant place of worship) has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church (or in relation to those of other faiths, relevant place of worship or alternative premises) have been available for public worship". Public worship was closed between January 5th to April 3rd 2021.

3. In cases where there are children of multiple births (twins, triplets, etc) 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. Such children are a permitted exception to the infant class size limit.

4. To meet criteria (6) written professional supporting evidence must be provided (e.g. from a doctor, psychologist or social worker) setting out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school. The Governors will make a decision as to whether to admit a child under this criterion using the evidence provided. All information provided will be treated in the strictest confidence.

5. To meet criteria 7 a member of staff will have been employed at the school for two or more years when the application is made or has been recruited in order to fill a vacancy for which there is a demonstrable skill shortage.

Tie-breakers

Where oversubscription occurs in applying criteria 1-7, priority will be given to those pupils living nearest to school, using a straight line, as designated by Tameside Council. (see note ** below)

Places are allocated on the basis of the parents' principal home address. The only address that can be considered is the address of the parent/guardian with whom the child is permanently resident. Where a child lives with parents with joint responsibility, each part of the week, the home address, for the purpose of distance measurements will be that which the child travels to school for the majority of school days during a normal week.

** "Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Mapping will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey."

In the event of distances being the same for 2 or more applicants where this distance would be the last place(s) to be allocated, the place will be allocated to the child that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

If this does not distinguish between two or more applicants with equal priority for the final available place(s), random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

Late Applications

Applications received after the closing date will be dealt with as late and will be considered after all applications received on time have been processed.

Appeals against refusal of admission.

Parents have the right to appeal against refusal of admission. Information about this will be sent out by the Local Authority.

If the school is oversubscribed the governors will maintain a waiting list. The waiting list will operate until 31st August 2026. Parents who have expressed the school as a preference and have not been offered a place at the school or at a higher preference school, will automatically be placed on the waiting list. Other parents who have submitted an appeal or who have opted to go on the list will also be placed on the list.

St Mary's CE Primary Droylsden admission arrangements 2025-2026

All pupils on the waiting list will be ranked according to the oversubscription criteria. Places will be offered, should any become available, to the highest ranked applications received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. A significant change of circumstances, such as a change of address, will be taken into account: evidence must be provided.

Deferred Admissions

Children are eligible for a Reception Year (Foundation 2) place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school age until the start of the term after their fifth 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 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. Where parents wish, children may attend on a part time basis until later in the school year but not beyond the point at which 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.

Nursery Admissions

Please refer to the separate nursery admissions policy for details of the admission arrangements for the nursery class.

Please note that a separate application must be made for any child wishing to transfer from the nursery class to the Reception Year at the primary school.

If you are unsuccessful in receiving a place in Nursery, there is no appeal process. However you may submit your details to be held on a waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria as previously stated. Places will be offered, should any become available, to the highest ranked applications received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. A significant change of circumstances, such as a change of address, will be taken into account: evidence must be provided.

St Mary's CE Primary Droylsden admission arrangements 2025-2026

In year applications

Any in year request for a place after the admission date will be considered by the school according to the criteria stated above. A parent will submit an application form and any supplementary evidence. The Governing Body's Admissions Panel will meet to consider and determine the request. In the event of a refusal to admit the applicants have a right of appeal using the local authority appeal system.



St. Mary's C.E. Primary & Nursery School
Church Street,
Droylsden,
Manchester,
M43 7BR.

Tel: 0161-370-3948

Declaration of Place of Worship attendance by Parents or Guardians in support of an application for a Nursery/Primary school place.

SECTION A to be completed by parent/guardian:	
Name of applicant: i.e. parent/guardian
Address:
Post Code:
Name of Child:
Name of Church/Place of Worship:
Address:
Denomination:
Parent/guardian signature:
Date:

Please make an appointment to see the Clergy person at the place of worship you attend as it is not always possible to have this form signed on Sunday mornings.

SECTION B to be completed by clergy:	
Length of time attendingyearsmonths
Which service does above applicant usually attend: e.g. Sunday morning/evening/Friday prayer/Mass etc
Do they regularly attend once a month?
(Please note attendance at church/place of worship of less than once a month could not be called regular unless some special circumstance has arisen which has prevented previous frequent attendance being maintained. If applicable, details should be submitted and confirmed.)	
.....	
<u>Ministers declaration:</u>	
I certify that the information given above is correct	Signed:..... Please print name:..... Position:..... Tel No:..... Date:.....

SECTION C to be completed by school's Head teacher and chair of Governors to support child's application:	
Date received by office: Signed:.....
Date approved by Head Teacher: Signed:.....
Date approved by Chair of Governors: Signed:.....

St Stephen's RC Primary School

Admissions Policy and Procedures 2025/26

ADMISSION POLICY AND ARRANGEMENTS 2025/2026

St Stephen's is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by Tameside Local Authority and is a voluntary aided school. The Governing board is the admissions authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing September 2025, the governing board has determined that the number of children to be admitted to Reception will be 60.

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 www.tameside.gov.uk/admissions

If you wish to have your application considered against the school's religious criteria then you must ALSO complete the supplementary form which is available from the school.

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. Baptised Catholic Looked After Children, Baptised Catholic previously Looked After Children and Looked After Children adopted from overseas.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of St Stephen's Droylsden.
4. Looked After Children and previously Looked After Children.
5. Other children who have a sibling in the school at the time of admission.
6. Other Baptised Catholic Children.
7. All remaining applicants.

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

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

In the event of distances being the same for 2 or more applications where distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

In the event of two or more applications with distances, which are exactly the same competing for a final place, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

Notes for Applicants

- a. All applications will be considered at the same time and after the closing date for admissions which is 15th January 2025 (primary)/31st October 2024 (secondary). Applications received after this date will be treated as a late application and will not be considered until after the main allocation of places has taken place.
- b. A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.
- c. For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception. The governing board will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The

certificate must also show that it is copied from the records kept by the place of reception. Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the Director of Education or officers of the DDFE will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child. Admissions Guidance – Updated November 2019 13
- 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 and held until 31st December. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.
- g. For 'In Year' applications received outside the normal admissions round, if places are available, they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- h. If an application for admission has been turned down by the Governing Board, parents may appeal to an independent appeals panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the appeals panel is binding on the governors.
- i. The governing board reserves the right to withdraw the offer of a school place where false evidence is received in relation to the application.

- j. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The governing board may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are looked after/previously looked after children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- k. Children in Tameside are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school until the start of the term after their fifth birthday. Parents may therefore 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. However, they cannot defer entry beyond the beginning of the term after the child's fifth birthday or for children born between 1st April and 31st August, not beyond the beginning of the final term of the school year for which the offer is made. Parents can also request that their child attend on a part time basis until the child reaches compulsory school age.
- l. 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. Parents should submit reasons for requesting admission for their child outside of the normal age range together with their online application to the Local Authority. The online application provides space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child. Parents should complete the online application and include details of their request to defer entry for their child. They may also contact the Admissions Team for further information. 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.
- m. Children with an Education Health Care Plan (EHCP) which names the school will be admitted before the application of oversubscription criteria.



**ST MARY'S CATHOLIC PRIMARY SCHOOL
ADMISSION POLICY 2025 – 2026**



St Mary's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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 **admission authority** as part of the Catholic Church in accordance with its trust deed and **instrument of government** and seeks at all times to be a witness to 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 these admission arrangements.

The **admission authority** has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round¹. The admission authority has set the school's Published Admissions Number ("PAN") at **30** pupils to be admitted to the reception year in the school year which begins in September, 2025.

The admission authority 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 PAN.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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.

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 Mary'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. Any other children.

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

- (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 8).

Tie Break

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

Priority will be given to children living closest to the school determined by the shortest distance.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

The address from which distance will be measured will be the permanent residential address, as at the closing date for applications, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. 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 round², 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 5. The Supplementary Information Form should be returned to School Business Manager by 15th January 2025.

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.

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 may not be placed in criteria 1 to 4 and this may 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 which is 15th January 2025

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.

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

Any such request should be made in writing to Mrs Claire McManus, Headteacher at St Mary's Catholic Primary School, Cheetham Hill Road, Dukinfield. SK16-5LB at the same time as the admission application is made. The Admission authority 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 admission authority 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 normal admission round and the child will be admitted where there are available places. Application should be made to Tameside Admissions Team online <https://www.tameside.gov.uk/admissions> or by contacting School Admissions, Tameside Council, PO Box 317, Ashton-under-Lyne OL6 0GS

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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

Notes (these notes form part of the oversubscription criteria)

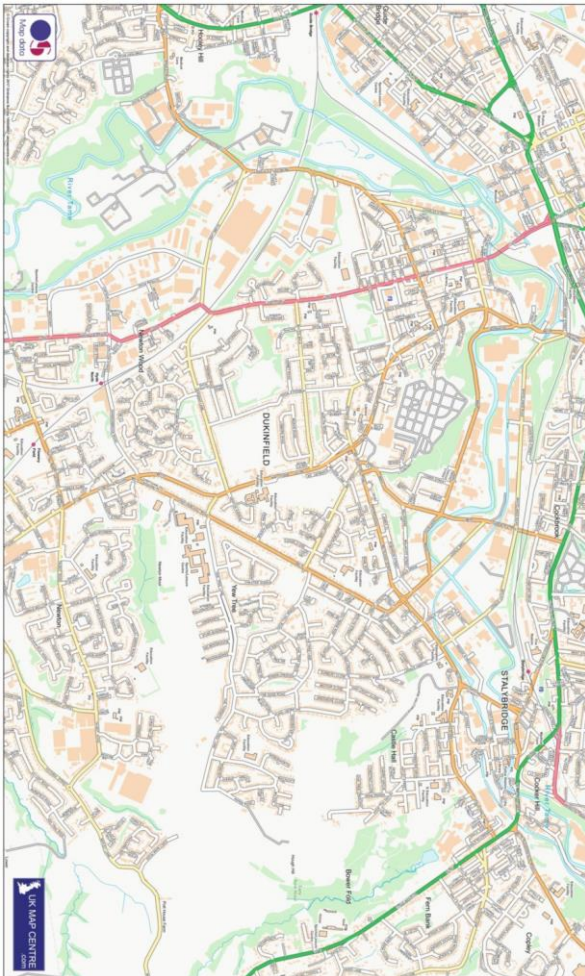
1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means 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 an 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 arrangement order or special guardianship order. Included in this definition are those children who appear (to the admission authority) 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. '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.
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 as shown on the attached map and will be applied to the admission arrangements for 2025 – 2026.
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.

The below map is centred on SK16: Dukinfield. The part of the Parish of St Mary and St Paul, that was formerly St Mary's covers the entirety of Dukinfield and no-where else. Applicants able to demonstrate residency in Dukinfield (SK16) are also demonstrating that they live in the parish of St Mary's, as defined by its historical boundaries.





ST JAMES CATHOLIC PRIMARY SCHOOL ADMISSION POLICY 2025 – 2026

St James' Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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 **admission authority** as part of the Catholic Church in accordance with its trust deed and **instrument of government** and seeks at all times to be a witness to 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 these admission arrangements.

The **admission authority** has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round¹. The admission authority has set the school's Published Admissions Number ("PAN") at 30 pupils to be admitted to the reception year in the school year which begins in September, 2025.

The admission authority 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 PAN.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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.

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 of St James' The Great (see notes 3&11)
 3. Other Catholic children
 4. Other looked after and previously looked after children. (see note 2)
 5. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 4)
 6. Children of other faiths whose membership is evidenced by a religious leader. (see note 5)
 7. Any other children
-

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

- (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 8).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as a straight line from the child's home address using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authorities school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey. The address from which distance will be measured will be the permanent residential address, as at the closing date for applications, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. 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 6. The Supplementary Information Form should be returned to School office by 15th January 2025.

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.

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 may not be placed in criteria 1 to 6, and this may 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 which is 15th January 2025

Late Applications

Late applications will be administered in accordance with Tameside Local Authority Primary Coordinated 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 Mrs JA Walker, Headteacher at St James Catholic Primary School, Cheriton Close, Hattersley, SK14 3DQ at the same time as the admission application is made. The Admission authority 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 admission authority 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 normal admission round and the child will be admitted where there are available places. Application should be made to Tameside Admissions Team online <https://www.tameside.gov.uk/admissions> or by contacting School Admissions, Tameside Council, PO Box 317, Ashton-under-Lyne OL6 0GS

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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the PAN (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.

Notes (these notes form part of the oversubscription criteria)

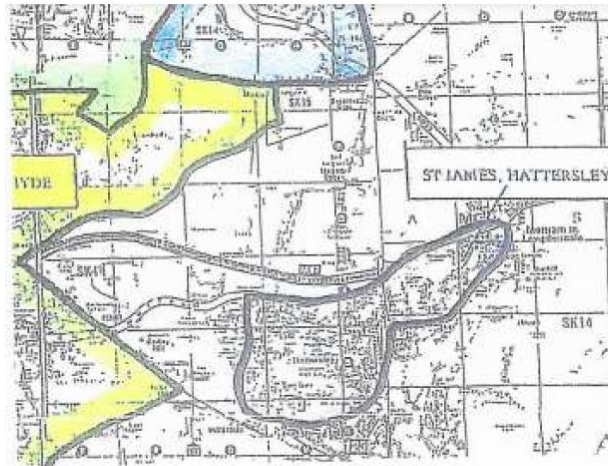
1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
 2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means 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 an 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 arrangement order or special guardianship order. Included in this definition are those children who appear (to the admission authority) 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. "Children of other Christian denominations means children who belong to other churches and a 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 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 principal 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 CYTUN are deemed to be included in the above definition, as are all of the churches an ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.
 5. "children of other faiths" means children who are members of a religious community that does not fall within definition of "other Christian denominations" at 4 above and which falls within the definition of a religion for the purpose of charity law. The Charities Act 2011 defines religion to include:
 - (i) A religion which involves belief in more than one God, and
 - (ii) 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.
 6. '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.
 7. 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.
 8. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2025 – 2026.
-

Parish Boundary



9. 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.

Shrewsbury Diocese in Partnership with Tameside L.A.

St James' Catholic Primary School

Supplementary Information Form

Please enclose copies of Birth Certificate and Baptismal Certificate

FORM MUST BE RETURNED by 15th JANUARY 2025 PRIOR TO YOUR CHILD'S ADMISSION

Proof of Address may be required at a later date prior to offer of a place

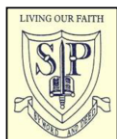
Child's Name	
Date of Birth	
Address (including Postcode)	
Siblings at St James' at time of Child's entry	
Contact Details	Name: Relationship to child: Landline: Mobile: Email:
Contact Details	Name: Relationship to child: Landline: Mobile: Email:
Baptism	Is your child baptised Catholic? Yes No..... Place of Baptism: Parish Priest: Any other information

Signed:
Date:

For office use only:	Date form received Birth Certificate Evidence Baptismal Evidence	
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Headteacher: Mrs JA Walker, Cheriton Close, Hattersley, SK14 3DQ
admin@st-james-hyde.tameside.sch.uk

Tel: 0161 368 3455



ST PAUL'S CATHOLIC PRIMARY SCHOOL ADMISSION POLICY 2025 - 2026



St Paul's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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 **admission authority** as part of the Catholic Church in accordance with its trust deed and **instrument of government** and seeks at all times to be a witness to 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 these admission arrangements.

The **admission authority** has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round¹. The admission authority has set the school's Published Admissions Number ("PAN") at **30** pupils to be admitted to the reception year in the school year which begins in September, 2025.

The admission authority 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 PAN.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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.

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 Paul. (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Any other children.

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

- (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 8).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey. The address

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

from which distance will be measured will be the permanent residential address, as at the closing date for applications, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. 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 round², 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 5. The Supplementary Information Form should be returned to School Business Manager by 15th January 2025.

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.

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 may not be placed in criteria 1 to 4 or 6 to 8, and this may 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 which is 15th January 2025

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 Miss Flynn, Headteacher at St Paul's Catholic Primary School, Turner Lane, Hyde, SK14 4AG at the same time as the admission application is made. The Admission authority 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 admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

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

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 normal admission round and the child will be admitted where there are available places. Application should be made to Tameside Admissions Team online <https://www.tameside.gov.uk/admissions> or by contacting School Admissions, Tameside Council, PO Box 317, Ashton-under-Lyne OL6 0GS

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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

Notes (these notes form part of the oversubscription criteria)

1. 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 an application to the school.

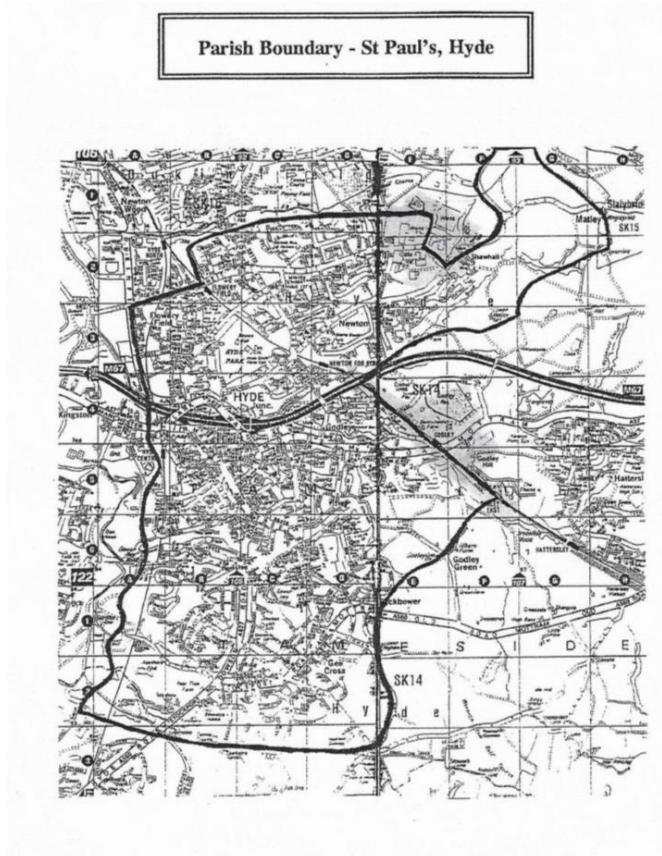
A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangement order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state 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.

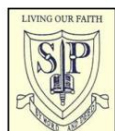
For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. '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.
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 as shown on the attached map and will be applied to the admission arrangements for 2025 – 2026.



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.



Shrewsbury Diocese in Partnership with Tameside L.A.

St Paul's Catholic Primary School

Supplementary Information Form



Please enclose copies of Birth Certificate and Baptismal Certificate

FORM MUST BE RETURNED by 15th JANUARY 2025 PRIOR TO YOUR CHILD'S ADMISSION

Proof of Address may be required at a later date prior to offer of a place

ADMISSION ARRANGEMENTS 2025/2026



1. Admission Arrangements 2025/2026

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England. Having stated this, Mottram CofE Primary School welcomes children of all faiths and those of none.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 16th April. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority. The number of places available for admission to the Reception class in the year 2025 will be a maximum of 20. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number.

2. Aims of the policy

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

3. Legislation and statutory requirements

This policy is based on the following advice from the Department of Education

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

4. 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. Applications for admission to the school are made on-line, by using the online application form, held at [Tameside.gov.uk](https://www.tameside.gov.uk). between 1 November 2024 and 15 January 2025. The school will send out a letter from the Local Authority which will explain how to apply and how to view the on-line Starting Out booklet. It is not normally possible to change the order of your preferences for schools after the closing date on 15 January 2025.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of the local authority
- 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, or
- Became subject to a special guardianship order

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 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.

5. 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 can use this form to express your preference for 6 state-funded schools, in rank order.

Letter informing parents their child has been allocated a place will be sent out by the Tameside Local Authority on 16th April or the next working day. Notification of offers of a single school place will be sent out to parents on 16th April or the next working day. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful. Parents will not receive multiple offers

6. 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 in 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 7.3. 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.

7. Allocation of places

7.1 Admission number

The school has an agreed admission number of 20 pupils for entry in reception.

7.2 Special Educational Needs

Where a child has an education, health and care plan (EHCP) which names the school, then that child will be admitted to the school and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA) (which is where you reside).

7.3 Oversubscription criteria

All children whose education, health and care (EHC) plans name 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. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside 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 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, or (c) have been in state care outside England. 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).

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 main purpose is to benefit society.

2. Priority will next be given to children on the basis of social or medical need. Professional supporting evidence from e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
 3. Priority will next be given to children with siblings at the school who will still be in school at the time of admission. 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.

4. Children who live nearest to the school. The address used on the school's admission form must be the current one at the time of application. If this address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current address of the child at the time of application will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. Applicants must provide the LA with TWO documents from the following list:
- Mortgage statement*
 - Tenancy agreement or letter from landlord*
 - Council Tax statement* • council Tax benefit statement*³
 - TV licence*
 - Home contents insurance certificate*
 - Buildings insurance certificate*
 - Recent utility bill (gas, electricity, water, land-line telephone bill but not a mobile phone bill)**
 - Letter from solicitor confirming exchange of contracts on a house**

* issued within the last 12 months ** issued within the last 3 months.

Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided on the basis of the distance from the school to home; those living nearest being given priority. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey. In the event of a tie break a random paper draw will be undertaken by an independent body.

7.4 Change of Preference

Changes to preferences, ranking order or pupil details, will not be allowed after the closing date of 15 January 2025 except in exceptional circumstances, for example, if the family has recently moved address. Evidence must be provided to support the request. An intention to change address cannot be considered by the local authority until the move has actually taken place and proof is available, or parents may provide a solicitor's letter confirming an exchange of contracts on a property, or a tenancy agreement. No changes can be considered even where there are exceptional circumstances once information has been exchanged with the other admission bodies by the Council, because the allocations process has commenced. In the case of primary schools this date is 7 February 2025.



7.5 Late Applications for Admission

The closing date for applications in the normal admissions round is 15 January 2025. Applications received after this date will be considered after all applications received on time have been processed.

7.5 Deferred Admission

Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school age until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year. However, they cannot 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

7.6 Fair Access Protocol

We participate in Tameside Local Authority'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.

8. Waiting List

If the school is oversubscribed the Local Authority will maintain a waiting list on our behalf, until the end of the 31st December. Parents, who have expressed the school as a preference and have not been offered a place at the school or at a higher preference school, will automatically be placed on the waiting list along with those who have submitted an appeal or opted to go on the list. All pupils on the waiting list will be ranked according to the oversubscription criteria. Places will be offered, should any become available, to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria they will be admitted in the order of the oversubscription criteria and this may be above those who have been on the waiting list for some time.

9. 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 a waiting list for the relevant year group. Parents have the right to appeal the decision if their application for a place is unsuccessful in accordance with section 11 of this policy. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 7.3 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 Tameside Admissions Authority via https://www.tameside.gov.uk/admissions#_How_to_Apply_3



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

10. Fraudulent Applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (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 the governing body is required to withdraw the offer of the place. The application will be considered afresh, and a right of appeal offered if a place is refused.

11. 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 within 20 school days of the receipt of the outcome letter and send it to the following email address schoolappeals@tameside.gov.uk

You can find details of the school's appeals timetable on the following webpage:
<https://www.tameside.gov.uk/Education/OrganisationandAdmissions/School-Admissions/Appealing-for-a-School-Place-Guidance-For-Parent>

12. Twins and other multiple births

In cases where twins, triplets, other multiple birth siblings, or other siblings whose date of birth falls within the same academic year, where one of the siblings is the 20th child admitted an exception will be made to allow the other sibling(s) into the class. 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.

13. Monitoring Arrangements

This policy will be reviewed and approved by the governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed 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.

MOSSLEY

St Joseph's RC Primary



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admin@st-josephs.tameside.sch.uk

Headteacher:
Mrs Irene Williams

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

ADMISSION POLICY FOR RECEPTION CLASS 2025

St Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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 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. 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 round¹. 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 2024.

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 (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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.

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 (those children adopted from state care outside England) (see notes 2 and 3).
2. Catholic children who are resident in the parish of St Joseph's Mossley. (see notes 3&11)
3. Catholic children who are resident in the parish of St Joseph's Mossley 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 and Over Subscription

In the event of the need for a tie-breaker, then geographical distance will be considered. Preference will be given to children living nearest to the school.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey

B. In the event of geographical distances being the same for two or more applications where this distance would be the last place to be allocated, the place will be allocated to the child that's home is nearer, using walking distance as again measured using the Tameside Metropolitan Borough Council's school admissions data mapping software.

In the event of two or more applications with distances, which are exactly the same competing for a final place, e.g., blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

Children with an educational health care plan where St Joseph's School is specifically named in the EHCP (in accordance with the provisions of the SEN Code of Practice) will be allocated places before the school's oversubscription criteria are applied.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round², 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 school office email admin@st-josephs.tameside.sch.uk** by 15th January 2025.

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.

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 which is 15th January 2025.

Late Applications³

Late applications will be administered in accordance with Tameside 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.

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

Any such request should be made in writing to **Mrs I Williams, Head Teacher** 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 **22nd July 2026**.

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 through Tameside in year admissions by contacting <https://www.tameside.gov.uk/schools/primarytransfers>.

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 Tameside 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. 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 as shown on Salford Diocese website.
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.

STALYBRIDGE



ST PETER'S CATHOLIC PRIMARY SCHOOL
ADMISSION POLICY 2024 - 2025

St Peter's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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 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. 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. 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, 2024.

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 (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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.

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 of **Ss Peter & Raphael**. (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) 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 (1) above (see note 8).
- (ii) The children of staff will be given increased priority 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 (1) above (see note 10).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

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 round¹, you must complete a Common Application Form available (online) from the local authority in which you live. You are also requested to have regard to the Supplementary Information document attached to this policy if you wish to apply under oversubscription criteria 1 to 7. The Supplementary Information should be returned to **St Peter's Catholic Primary Hough Hill Rd, Stalybridge SK15 2HB by 15th January 2024.**

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.

If you do not provide the supplementary information required and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 7, 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 which is 15th January 2024.

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 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 St. Peter's Catholic Primary 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 headteacher, including the headteacher'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. Applications should be made to Tameside Local Authority by clicking the following link: [School Admissions](#) or by typing the following into an Internet web browser: http://www.tameside.gov.uk/schools/admissions#_How_to_Apply_3

Please read the information on this web page thoroughly. In-Year transfers are co-ordinated by the Local Authority.

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. 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 who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

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 address as the applicant.
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. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for **2024 – 2025**.

[Map attached]

ST PETER'S CATHOLIC PRIMARY

SUPPLEMENTARY INFORMATION REQUIRED FOR ADMISSION TO SCHOOL
2024 – 2025

- 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

 - Baptismal certificates must be forwarded to the school by the closing date – **15th January 2024**

 - The address from which distance will be measured will be the permanent residential address, at the time of the closing date of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit

 - **Parents are asked to provide TWO documents from the list below as proof of address:**
 - **Mortgage statement***
 - **Tenancy Agreement or letter from landlord***
 - **Council Tax statement***
 - **Benefit statements***
 - **Recent utility bill (gas, electricity, land-line phone bill but not a mobile phone bill)****
 - **Current TV Licence**
 - **Letter from a solicitor confirming exchange of contracts on a residence****
- (* issued within last 12 months ** issued within last 3 months)

Please note school will contact the LA and other services for any applicant where school needs further proof.

St Raphael's RC Primary School

ACADEMY SCHOOLS

ASHTON-UNDER-LYNE

Ashton West End Primary Academy

Canon Johnson CE Primary

Oasis Academy Broadoak

Parochial CE Primary

Rosehill Methodist Primary Academy

St James's CE Primary

Waterloo Primary School

DENTON

Dane Bank Primary School

Denton West End Primary

Manor Green Primary Academy

HYDE

Greenfield Primary Academy

St George's CE Primary

GOVERNORS' ADMISSIONS' ARRANGEMENTS INCLUDING OVERSUBSCRIPTION CRITERIA

Published Admission Number: The number of places available for the Reception Class for year 2025/26 is 30.

Normal date of admission: Children are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school age until the start of the term after their fifth birthday.

Deferred admission: Once a place has been offered, the child's parents can defer the date the child is admitted to the school until later in the school year. However, they cannot 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 the parents wish, children can attend on a part time basis until the child reaches compulsory school age.

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 St Georges Church of England Primary School, Stamford St, Mossley, OL5 0HT at the same time as the online admission application is made. A panel of governors will make its decision about the request based on the circumstances of each case and in the best interests of the child. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

The governors must admit all children who have an Education, Health and Care Plan (EHCP) in which the school is named. In the event of oversubscription for the remaining places, the follow criteria will apply in the order shown.

1. Looked after children or children who have previously been looked after but immediately after being looked after became the subject to an adoption, child arrangements or special guardianship order, including those 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. Exceptional/special family or medical circumstances that may apply. In the event of a place being sought under this criterion, supporting evidence will be required, e.g. letter from doctor or hospital, Community Health Physician, Social Services or the Educational Psychologist, as appropriate. This evidence must state the reasons why the child should attend this school rather than any other school. A panel of governors will make a decision as to whether to admit a child under this criterion, using the evidence provided. All information provided will be treated in the strictest confidence.

3. Children living in the same home as siblings (brothers or sisters) already in school at the time of admission. This will include full, step, half, foster and adopted siblings and children of the parent/carer's partner
4. Children having a regular involvement with St. George's Church, i.e. where one or more parent attends public worship at church with the child on average once a month over the 6 months period immediately prior to application. This should be verified by a letter from the vicar or a completed certificate of attendance signed by the vicar and returned to the school by the closing date.. **In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship**
5. Children having a regular involvement with another Christian church in the area which is a member of Churches Together. For the purposes of these admission arrangements '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. i.e. where one or more parent attends public worship at church with the child on average once a month over the six months period immediately prior to application. This should be verified by a letter from the vicar, minister or other church officer of that church, or a completed certificate of attendance signed by the same and returned to the school by the closing date. **In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship**
6. Those whose homes are within the Benefice of Mossley. (map available on request) – this is the old parishes of St George's and All Saints
7. Any other children, with priority given to those living nearest the school.

If the school is not oversubscribed, all applicants will be offered places. If the school is oversubscribed, all applicants for admission will be considered against the above criteria.

NB all children seeking a place in Reception MUST apply, including children who attend the nursery at St George's. No additional priority is given to children attending the nursery. Applications must be made on the Common Application Form available from the local authority, and should be returned to the local authority by the closing date. The local authority will forward the applications to the school.

Tie-breakers

In the event of oversubscription, where there are more applicants for the available places within a category, the following definitions will be used as tie breakers:

- a) Children living nearest the school. Distance will be measured as a straight line from the child's home address, using the address point assigned by The National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which employs a Geographical Information System based on Ordnance Survey.
- b) In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.
- c) If the walking 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.

NOTE

- The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents/carers with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit. Where there is a dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties eg the child's GP
- If false or misleading information is given in the application, then the offer of a place may be withdrawn.
- Having attended a place in Nursery does NOT guarantee a place in Reception.

Waiting List

If the school is oversubscribed the governors will maintain a waiting list. The waiting list will operate until 31 December at the end of the Autumn term 2025 for those parents/carers who have submitted an appeal or who have opted to go on the list. All pupils on the waiting list will be ranked according to the oversubscription criteria. Places will be offered, should any become available, to the highest ranked applications received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. All in year applications will be dealt with by the LA. A significant change of circumstances, such as a change of address, will be taken into account: evidence must be provided. Children who have been referred under the local authority's Fair Access protocol or who are the subject of a direction by the local authority to admit must be given precedence over any other children on the waiting list.

In-year applications

It sometimes happens that a child needs to change school other than at the 'normal' time and such admissions are known as in year admissions. Parents/carers wishing their child to attend this school may arrange to visit the school. All applicants must use the online platform and submit an application to the LA. The school will then co-ordinate the application for a place taking note of the published admission number, the legal infant class size and the over subscription criteria as the school operates a school class organisation of mixed ages. This will apply for all year group applications. The exception to this is outlined below. If there is no place available in our school, the LA will inform the parents/carers and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address.

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.

Infant Class Sizes

The exceptional circumstances where an infant class size may contain more than 30 pupils are as follows:

- Children with education, health care plans admitted outside the normal admission round
- Looked after children and previously looked after children admitted outside the normal admission round
- Children admitted, after initial allocation of places, because of a procedural error made by the admission authority in the original application process
- Children admitted after an independent appeals panel upholds an appeal
- Children who move into the area outside the normal admission round for whom there is no available school within reasonable distance
- Children of UK service personnel admitted outside the normal application round
- Twins and children from multiple births when one of the siblings is the 30th child admitted

Appeals

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

National Offer Date

A place to St George's will be arranged by Tameside MBC Admissions department. The national offer day when parents will be advised of their allocated school is 16th April or the next working day.

STALYBRIDGE

Silver Springs Primary Academy



ADMISSIONS POLICY

SILVER SPRINGS PRIMARY ACADEMY

2024-2025



Great Academies
Education Trust

St Paul's CE Primary Academy

ENQUIRE LEARNING TRUST SCHOOLS

HYDE, DENTON AND DROYLSDEN

Bradley Green Primary School, Hyde

Dowson Primary, Hyde

Endeavour Academy, Hyde

Flowery Field Primary, Hyde

Godley Primary, Hyde

Linden Road Primary, Denton

Manchester Road Primary, Droylsden

Moorside Primary, Droylsden

Oakfield Primary, Hyde



Admissions Policy

2024 – 2025

**The
Trust**

Enquire Learning

VICTORIOUS ACADEMIES TRUST SCHOOLS

HYDE, DROYLSDEN, ASHTON, AUDENSHAW, DUKINFIELD AND STALYBRIDGE

Discovery Academy, Hyde

Greenside Primary, Droylsden

Inspire Academy, Ashton

Poplar Street Primary, Audenshaw

Wild Bank Primary, Stalybridge

Yew Tree Primary, Dukinfield

*Admissions Policy for Victorious Academies Trust Academies
2024 – 2025 Academic Year (2301)*