



## 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 30<sup>th</sup> 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 29<sup>th</sup> November 2023



## St Mary's RC Primary School

### Nursery Admission and Policy Arrangements 2025-2026

St Mary'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 Body is the Admissions Authority and is responsible for taking all decisions on applications for admissions.

Although nursery education is non-statutory, the Governing Body places the same importance on Nursery admission arrangements as for places in the main school. **Parents are reminded that a place in the Nursery does not mean the child will be guaranteed a place in the Reception class.** Admission to the Reception class will be in accordance with strict criteria published in the main Admissions Policy.

All three and four year old children are entitled to a free part-time nursery education place. That entitlement is currently for 15 hours a week from the start of the term after their third birthday. Provision is made by a range of providers and Tameside Local Authority aims to provide sufficient places in the year before they enter the Reception class. Some places may be available for three year olds in the term after their third birthday if sufficient places are available.

Each year the Governing Body states the number of pupils it plans to admit to the Nursery within the Foundation Stage. For the school year commencing September 2025, the Governing Body has retained its planned Nursery Admission Number as in previous years, at **26**. These will all be part-time places for morning sessions only, from 8.50am to 11.50am.

Prospective parents should contact the school as soon as possible to be included on the Interest List. An Application Form will be sent to all parents on this list, and copies of the Form will also be available at the school. Parents must complete the Application Form in full and return it to the school no later than 28 February 2025.

There is a single intake into the Nursery within the Foundation Stage in September 2025.

All Roman Catholic applicants will be required to produce a valid Baptism Certificate as evidence that the child has been baptised, before 28 February 2025. Parents' or other family members' baptismal or denominational affiliation to Roman Catholicism has no status in this respect, nor has a family history of attending St Mary's.

Parents applying for a place on the grounds of specific medical or social reasons must provide written evidence from a doctor or other agency stating that he/she has exceptional needs which means that admission to St Mary's School is essential. A panel of Governors will make a decision as to whether to admit a child under this criteria using the information provided.

Admission to the Nursery will be made by the Governing Body in accordance with the criteria published in Section 4 (below), following a strict order of priority. When the number of applications exceeds the 26 places available, the Governing Body will apply the stated over-

subscription criteria. No criteria other than those stated in this document will be applied. All terms are clearly defined in the relevant sections below.

Notification to parents who have applied for a place will be issued by the school at or before the time on which Tameside Local Authority notifies parents about Reception Class admissions.

Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the school within three weeks from the date of the offer letter. If the place is not accepted, the place will be offered to the next applicant on the waiting list. Given the pressure for nursery places, parents are requested to advise the school at any stage, if an application is to be withdrawn or a place is not to be accepted for any reason.

Parents do not have the right of appeal against the decision of the Governing Body to refuse admission to Nursery. Children who are not offered a place in the Nursery may ask to be entered on the Waiting List.

As part of our Induction procedures, successful candidates will be invited to visit the Nursery with their parents during the term prior to admission.

Admission to the Nursery will be given in strict accordance with the following criteria:-

- 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.**

Within each criterion, children are further sub-grouped in an age order, as follows:-

- A. Children born between 1 September 2021 and 31 December 2021
- B. Children born between 1 January 2022 and 31 March 2022
- C. Children born between 1 April 2022 and 31 August 2022

### **Waiting List**

When the school has allocated all of its 26 nursery places, it will operate a Waiting List. If a place does become available, this will be allocated to a child at the highest position on the Waiting List, according to the above criteria. Parents will be contacted on a regular basis to see if they wish to remain on the Waiting List. Please note that new arrivals who apply may have a higher priority under the oversubscription criteria, so they will be ranked higher than those who have been on the list for some time.

## **Additional Information**

### **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. 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.

### **Parent**

Throughout this policy the term 'parent' includes: (i.) All natural parents, whether they are married or not; (ii.) Any person who, although not a natural parent, has parental responsibility for a child; and (iii.) 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 step-brother, 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.

### **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, are split when allocations take place, parents will be offered a choice of breaking the sibling link and being offered places at two or more schools or all siblings being offered a place at another school. The Governing Body will decide if they wish to offer a place to a child in the nursery where it may otherwise split twins.

### **Proof of Address**

The Application Form asks parents to provide TWO proofs of address from the following list:

- Mortgage Statement\*TV licence\* Tenancy agreement or letter from landlord\*
- Home contents insurance certificate\* Buildings insurance certificate\*
- Council Tax Statement\* Council Tax benefit statement\*
- Recent utility bill (gas, electricity, water, land-line phone 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)

### **Looked After Children and Previously Looked After Children**

A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (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.

### **Future Applications**

Please note that an offer of a place does not guarantee a place for siblings in future years.

### **Policy Approval**

This policy was approved by the Governing Body on 29<sup>th</sup> November 2023.