



English Martyrs' Primary School
Admissions Policy

2021-2022

Statement of religious affiliation:

English Martyrs' is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Trafford Local Education Authority as a Voluntary Aided School.

The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The published admissions number is 30.

Admission to the school will be made by the Governing Body in accordance with the stated parental preference it receives by the Local Authority, subject to the following set of criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

Criteria for admission

1. Looked After Children and Previously Looked After Children who are baptised Roman Catholic
2. Baptised Roman Catholic children who have a sibling attending the school at the time of admission and who are resident in the catchment area of English Martyrs' school.
3. Baptised Roman Catholic children resident in the catchment area of English Martyrs' school.
4. Baptised Roman Catholic children who have a sibling attending the school at the time of admission and are residents outside the catchment area of English Martyrs' school
5. Baptised Roman Catholic children resident outside the catchment area of English Martyrs' school
6. Looked After Children and Previously Looked After Children
7. Other children who have a sibling attending the school at the time of admission
8. Other children

Admission Procedure

All admissions to the school are the responsibility of the Governing Body who have devolved powers to the Admissions Committee. Offers of a place can only be determined by the Admissions Committee.

A copy of the Local Authority "Primary Admissions Booklet" which gives details of the LA coordinated admissions arrangements is available online via the Trafford Council website www.trafford.gov.uk.

Parents must complete a Common Application Form and express preferences for primary school admission. All applicants will be considered by the governors at the same time, in a fair way according to the published criteria.

Each Roman Catholic applicant will be required to produce an original Baptismal Certificate to English Martyrs school before Trafford's published closing date for applications to Reception class.

Parents will be informed of the Governors' decision by Trafford Local Authority on 16th April. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.

Parents should check carefully whether they are resident within the boundaries of the catchment area of English Martyrs' school.

A map illustrating the boundaries is available for viewing in the school office.

All applicants resident in the school catchment area may be required to provide proof of residency.

It is the duty of the Governors to comply with class size limits at Key Stage One. This means that the School cannot have classes in Key Stage One of more than 30 children.

If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be determined as follows: Distance will be measured in a direct straight line from the child's permanent place of residence to school. For the home address the distance will be calculated using property co-ordinates provided from Trafford Local Land and Property Gazetteer (BS766), Royal Mail Postal Address information may be used in some instances. In the case of a child living in a block of flats coordinates will be obtained in the same way. The coordinates used for school are held in Trafford's School Admissions and Transfer system and are listed in the Directory

of Primary Schools contained in Trafford's Composite Prospectus, published on Trafford's website under the title "Starting Primary School".

Where a child lives with parents with shared responsibility, each for part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.

The term 'brothers and sisters' will be taken to include stepbrothers and stepsisters, foster children and children of partners living in the same household. The Governing Body reserves the right to give special consideration to twins or triplets etc to prevent breaking the sibling link. However, the Governing Body must comply with maximum class sizes of 30 children.

Waiting List

If the school is oversubscribed, a waiting list will be maintained, in accordance with the Schools' Admissions Code. This waiting list will be ordered according to the published over-subscribed criteria.

Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises. Parents will be expected to provide a reason/s for the late application. If this is not exceptional the application will be dealt with after all others have been dealt with.

Parents are asked to read and confirm receipt of the Governors' published admissions policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.

Appeals

If an application for admission has been turned down by the Governing Body, parents can appeal to an independent appeals panel. If you wish to do so you will need to contact Trafford's Democratic Services on 0161 912 2798 to request an appeal form within 14 days of notification of refusal. The date of the notification will be two working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panels is binding on the parents and the Governing Board.

Admission arrangements to the Reception Class are separate to those for the Nursery. Attendance at the Nursery does not give a child any guarantee or priority when it comes to consideration by the Governors of applicants for admission to the Reception class.

Where two or more applications cannot otherwise be separated, the final place will be determined through a random draw.