



St. Teresa's RC Primary School

Admissions Policy

**This is our school, Let peace dwell here
Let the rooms be full of contentment,
Let love abide here,
Love of one another
Love of learning
Love of life itself and Love of God.
Let us remember that as many hands build a house
So many hearts make our school.**

Date of Policy: Autumn 2019

Review Date: Autumn 2020

ST. TERESA'S R.C. PRIMARY SCHOOL
ADMISSIONS POLICY FOR SEPTEMBER 2021

St. Teresa's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Trafford Local Authority as a voluntary aided primary school. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. For the school year commencing September 2021, the Governors have set the admissions number at 30.

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has available.

1. Baptised Roman Catholic children who are in public care or have been previously looked after, or Baptised Roman Catholic children who have a statement of educational need or an EHC plan.
2. Baptised Roman Catholic children who will have a sibling (*) attending the school at the time of the admission and resident in the parish of St. Teresa's.
3. Other Baptised Roman Catholic children resident in the parish of St. Teresa's.
4. Other Baptised Roman Catholic children who have a sibling (*) attending the school at the time of admission and resident in another parish.
5. Other Baptised Roman Catholic children who are resident in another parish.
6. Other children who are in public care.
7. Other children who will have a sibling (*) attending the school at the time of the admission.
8. Other children.

Admission Procedure

All admissions to the school are the responsibility of the Governing Body.

All 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 a Baptismal Certificate.

Parents will be informed of the Governors' decision by Trafford Local Authority on a date in April.

An offer of a place does not guarantee a place for brothers and sisters in subsequent years.

All applicants resident in the school catchment area may be required to provide proof of address, by supplying an up-to-date utility bill or child benefit letters.

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 front door of the child's permanent place of residence to the main entrance of the school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS766) and Royal Mail Postal Address information. In the case of a child living in a block of flats the distance will be measured from the communal entrance of the building. 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 'sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of a parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

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. This appeal must be sent in writing to the Chair to the Governors at the School 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 governors. The outcome of the appeal is binding on the parents and the Governing Body. 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.

Published Admission Number

The maximum number of children that the governors' admission panel is allowed to admit is 30 in key stage 1.