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Admissions Policy 2018-19

St Chad's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Manchester Local Authority as a voluntary aided primary school.

Under its scheme of co-ordination for primary schools MCC is responsible for managing the admission of all children to Manchester primary schools. All parents/carers will be asked to make their application on a standard form known as the Standard Application Form (SAF). An admission pack, including a booklet, "Going to School for the First Time" and the SAF will be distributed to the home address of all known Manchester children. Parents/carers will also be able to make their application on-line. When a parent expresses a preference for a Roman Catholic (RC) school in Manchester they will be asked to state whether their child is a baptised Roman Catholic.

Any SAFs received after the closing date will be processed as a late application. MCC will only process applications received after the deadline date if there is a good reason for late submission. A valid late application will include situations where children move into Manchester after the closing date, before offers of places are made.

The school's governing body is the admission authority and is responsible for taking decisions on applicants for admission. For the school year commencing 2018/19 the governing body's planned admission number is 210 with a 34 place full-time Nursery.

Admission to the school will be made by the governing body in accordance with stated parental preferences it receives subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

1. Baptised Roman Catholic Looked After Children and previously Looked After Children.
2. Baptised Roman Catholic children who have a sibling* attending the school at the time of admission and resident in the parish of St Chad's.
3. Baptised Roman Catholic children resident in the parish of St Chad's.
4. Other baptised Roman Catholic children who will have a sibling* attending the school at the time of admission and are resident in another parish.
5. Other baptised Roman Catholic children who are resident in another parish.
6. Other Looked After Children and previously Looked After Children.
7. Exceptional Needs.

8. Other children with a sibling* attending the school at the time of admission.
9. Other children**

The waiting list is maintained by MCC, however the school's governing body is responsible for prioritising children on the list in line with its current admissions criteria (see above). Children will remain on the waiting list until MCC have ensured they have been allocated a school place.

Explanatory Notes

- a) 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.
- b) For a child to be considered as a Catholic, evidence of a Catholic Baptism will be required.
- c) It is the duty of Governors to comply with regulations in class size limits at Key Stage One.
- d) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the centre point of the child's home address (including the community entrance to flats) to the centre point of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
- e) Where a child lives with parents with shared responsibility, each for part of a week, the child's 'permanent place of residence' will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- f) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.
- g) For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places 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 Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit an appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- i) Parents can request that the date of their child, if below compulsory school age, is admitted to school is deferred to later in the school year or until the term when they

reach compulsory school age.

- j) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to Baptism, sibling connections or place of residence.