

**St. Wilfrid's RC Primary School**  
**Admissions Policy 2020/21**

St Wilfrid's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Manchester 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. For the school year commencing September 2020, the Governing Body has set its planned admissions number at 30.

The Catholic Faith and the Teachings of the Roman Catholic Church have an essential role in school life and influence every aspect of the Curriculum. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the Faith of this school to apply for and be considered for a place here.

Admission to the school will be made by the Governing Body in accordance with the 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. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order
2. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school. All children whose statement of special educational needs or Education, Health and Care plan names the school must be admitted.
3. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in the parish.
4. Baptised Roman Catholic children who are resident in the parish.
5. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in another parish.
6. Other baptised Roman Catholic children who are resident in another parish.
7. Other children who will have a brother or sister attending the school at the time of admission.
8. Other children.

Parents of baptised Roman Catholic children must include a copy of their baptism certificate with the school's Pupil Registration form.

## NOTES

- a) The governing body is the admissions authority.
- b) In the autumn term all parents who have expressed an interest in a school place will be sent a letter inviting them to apply for their child's reception place, further details can be found at [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions).
- c) Parents must also complete a Common Application Form and can express up to 6 preferences for primary school admission. The closing date for all applicants is national now and always 15 January or next working day. All applicants will be considered at the same time in a fair way according to the published criteria.
- d) Parents will be informed of the governors' decision by Manchester City Council in Spring 2020\*. An offer of a place does not guarantee a place for brothers and sisters in subsequent years (\* date to be advised).
- e) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- f) Parents should check carefully whether they are resident within the parish boundaries. Maps illustrating parish boundaries are displayed in St Augustine's church, and are available in school.
- g) All applicants resident in the parish will be required to provide proof of address, by supplying an original, up-to-date, utility bill or family credit book.
- h) It is the duty of governors to comply with statutory class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children.
- i) 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 by the straight line distance from home to school. On the rare occasion where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.
- j) Exceptional Needs: The Governing Body reserves the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing such an application is submitted with appropriate evidence from a doctor or social worker. 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.
- k) 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.

l) The term 'brothers and sisters' will be taken to include step brothers and sisters, 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. Brother or sister includes step relatives, but not children of partners where there is not a legally defined domestic arrangement in place.

m) If the school is oversubscribed, a waiting list will be maintained. This will be ordered according to the admission over-subscription criteria.

**n) 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.**

o) 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 clerk to the governors at the school within 14 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on the governors.

November 2018