

ADMISSION POLICY 2024 - 2025

'Living our Faith, Learning in Love'

"I can do things you cannot, you can do things I cannot; together we can do great things" Mother Teresa

All Saints' Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Governing Body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The Governing Body has set its admission number at 30 pupils to be admitted to the reception year in the school year which begins in September, 2024. The Governing Body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

All preferences 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 places available.

Oversubscription Criteria

1. Looked after and previously looked after children (see notes 2&3)
2. Baptised Catholic children who are resident in the parish of All Saints' (see notes 3&11)
3. Baptised Catholic children from other parishes
4. Non Catholic children whose parents wish them to have a Catholic education

Within each of the categories listed above, the following provision will be applied

- The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 8)

- The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and / or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage (after children in category (1) (see note 11).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated in a direct straight line from the child's permanent place of residence to the school (see note 5).

Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw. The draw will be conducted and scrutinised by persons independent from the School, and from the Children, Families and Wellbeing Directorate

Application Procedures and Timetable

To apply for a place at All Saints' you must complete a Common Application Form available from the local authority in which you live. You should also complete a School Application Form which can be downloaded from the school website www.allsaints.trafford.sch.uk alternatively, a copy can be obtained if you contact our school office on 0161 9621288 / admin@allsaints.trafford.sch.uk

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2024

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

<https://www.trafford.gov.uk/residents/schools/school-admissions/2023/Primary-co-ordinated-admissions-scheme.aspx>

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way as detailed above, to the home local authority. Attendance at the school's nursery does not automatically guarantee a place will be offered at the school.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted.

Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

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, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their 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 Chair of the Admissions Committee at the school 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 Headteacher, including the Headteacher'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.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the Summer Term.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting Claire Gagon at All Saints' Catholic Primary School, 0161 962 1288, admin@allsaints.trafford.sch.uk. School's website: www.allsaints.trafford.sch.uk

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Governing Body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Notes (these notes form part of the oversubscription criteria)

1. An EHC Plan (previously a Statement of Special Educational Needs) is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangement order 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.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, 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].

4. It is the duty of governors to comply with regulations on class size limits at Key Stage One.

5. If there are more applications than places available, places will be allocated to children who live nearest to the school, calculated in a direct straight line from the child's permanent place of residence to the school measured using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of flats, the distance will be measured in the same way.
6. Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw. The draw will be conducted and scrutinised by persons independent from the School, and from the Children, Families and Wellbeing Directorate.
7. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
8. 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 that sibling.
9. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term in which the application was made.
10. 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 available but more applicants than places, the published oversubscription criteria, as set out above, will be applied.
11. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
12. 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 that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

The Governing Body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.