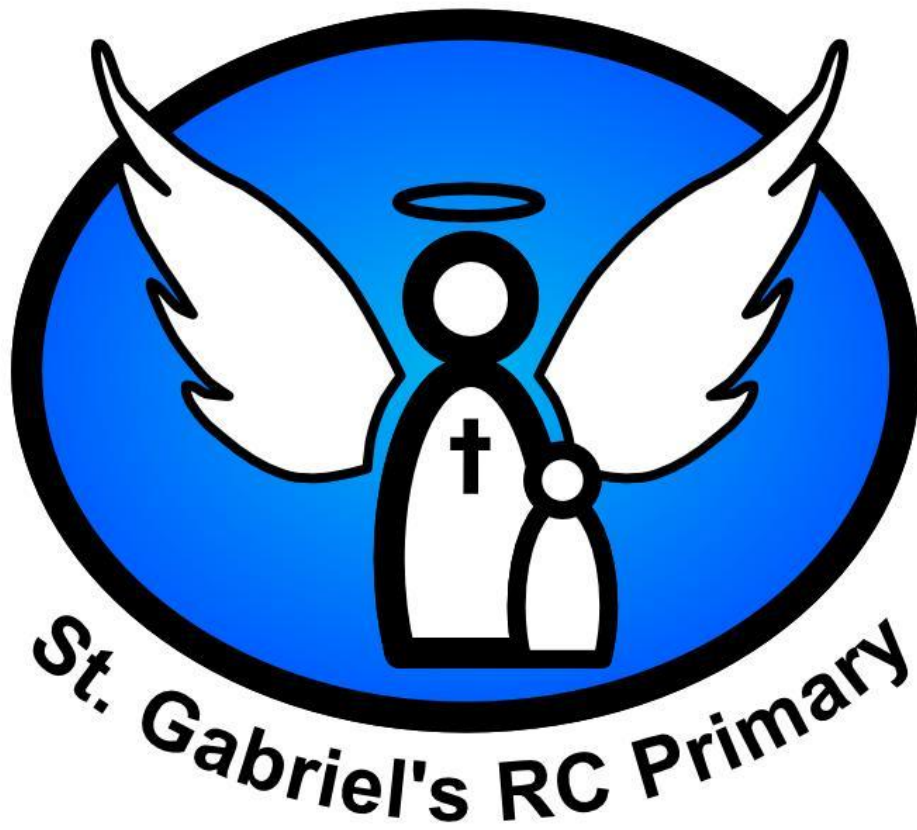




Admissions Policy

2025-2026

Updated: January 2025

Review: January 2026

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In God's Love: We Welcome



We Learn

We Grow

TOGETHER

Showing re**S**pect for everyone and everything

We are s**t**ronger, together,

Keeping the **G**ospel values in our hearts,

We are proud to be **a** part of a hard-working team.

Everyone a mem**b**er of God's family,

Progressing th**r**ough life, progressing through faith,

Walking **i**n Jesus' footsteps,

Learning for lif**e**, following our dreams.

We are al**l** unique, but all equal

Sharing God'**s** love through friendship and mutual respect.

Vision

At St Gabriel's, Jesus Christ is our role model. We promote the Gospel messages of love, tolerance, support, forgiveness and care. We believe that all children should be happy and safe. We recognise that whilst every person in our school is unique and special, we are all made in the image and likeness of God and we are all members of God's family.

Aims

The purpose of this policy is to define the admissions criteria with regard to entry into St. Gabriel's RC Primary School to ensure that all admissions are treated in a fair and equal way. The following policy objectives set by the Governors can be stated:

- To define the published admissions number (PAN)
- To define the admissions criteria against which applications to the school are judged
- To define the terms included within the admissions criteria

Published Admission Numbers

St. Gabriel's RC Primary is a Roman Catholic Primary School under the trusteeship of the Diocese of Salford. It is maintained by Rochdale Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing September, the Governing Body has set its admissions number at 30.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions Procedure

All parents wanting their child to attend Reception, must submit a Common Application Form to the LA online. All parents should comply with the closing date provided by the LA, which is normally the middle of January in the year the child is due to commence school. In addition parents should complete a school supplementary form and send this to the school together with proof of baptism. This will have the same closing date as the LA. Any application received late will be considered after the notification date for parents, which is normally the middle of April. This may mean that late applications will not receive an offer from their preferred school.

Admissions Criteria

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 places available.

- 1. Baptised Roman Catholic Cared for Children,**
- 2. Baptised Roman Catholic previously Looked After Children;**
- 3. Baptised Roman Catholic children who have a sibling in the school at the time of admission;**
- 4. Baptised Roman Catholic children resident in the parish of St. Gabriel's and All the Angels, Castleton, with St. John the Baptist, Rochdale;**
- 5. Other baptised Roman Catholic children resident in other parishes / church communities;**
- 6. Other Cared for Children and previously Looked After Children;**
- 7. Other children who have a sibling in the school at the time of admission;**
- 8. Other children.**

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 front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. If the distance is the same for two or more applicants where this would be last place/s to be allocated, a random lottery will be carried out in a public place.

Definitions and Notes for Applicants:

- a. All applications will be considered at the same time and after the closing date for admissions which is defined by the local authority and detailed in the admissions pack for each academic year. Applications received after this date will be treated as a late application and will not be considered until after the main allocation of places has taken place.
- b. A Cared for 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. Included in this definition are those children who appear to the governing board to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
- c. For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, Definitions subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The governing board will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the Episcopal Delegate, 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.

- d. 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.
- e. 'Sibling' is defined in these arrangements as full, half or stepbrothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. A waiting list for children who have not been offered a place will be kept and will be ranked according to the admission criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.
- g. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available 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 Board, parents may 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.
- i. The governing board reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- j. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The governing board may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are cared for / previously looked after children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- k. If a child is a "summer born child", parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the headteacher.
- l. Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.

The Admission of Children with Special Educational Needs

By virtue of Section 324 of the Education Act 1996, governing boards are obliged to admit a child with an Educational Health Care Plan that names their school. However, in advance of that process the Local Authority must provide either a copy of the proposed statement and appendices or, where they are proposing to amend part 4 of an existing statement, either the proposed amended statement or the amendment notice together with a copy of the existing statement, and in either case, the appendices and give the governing body the opportunity to make observations.

The governing board may object to the direction on the grounds that the school is unsuitable to the child's age, ability, aptitude or special educational needs, or that the placement would be incompatible with the efficient education of the other children with whom the child will be educated, or with the efficient use of resources. The local authority has a duty to consider such objections and may consider these sufficient to warrant the naming of another school.

In turn the parents may also appeal against that decision to the Special Educational Needs and Disability Tribunal (SENDIST).

For the child's needs to be best addressed it is important that the process outlined is applied thoroughly and with a clear understanding of the responsibilities resting on all parties.

In Year Transfers

Any child who wishes to be considered for a school place during the commencement of an academic year should complete the school application form. The Governing board will consider each application and make an informed decision as to whether the child will be offered a school place. If a school place is offered then the local authority transfer form (Part One and Part Two) must be submitted to school. Proof of address and baptism should be provided at the time of application. If a school place cannot be offered then the child can be put on the school waiting list.

All criteria are the same as for the admission of a reception child. The PAN for Foundation and KS1 is set a statutory maximum of 30. For KS2 whilst there is no statutory maximum the Governing Body has set a limit such that no KS2 class will have a maximum of 30, as the Governing Body feel a class size that exceeds this limit would be against the efficient education of those already within the class, also the physical capacity of certain classrooms would prevent additional children being educated.

In Year Fair Access Protocols

Each local authority is required to prepare and agree with the majority of schools a 'fair access protocol' the purpose of which is to ensure that the most vulnerable and hard to place children (as defined in the protocol) requiring places outside the normal admissions cycle are offered school places as quickly as possible.

By virtue of section 96 of the School Standards and Framework Act, 1998, the local authority retains a very broad power to direct schools to admit what were in 1998 described as 'hard to place' children. The purpose of the protocol is to ensure that this power of direction is used fairly and according to agreed criteria. It must include arrangements for monitoring so it can be demonstrated that schools are being treated equitably.

It is therefore in the interests of schools to co-operate with the local authority in carrying out this challenging and sometimes controversial duty.

The Fair Access protocol is not required to take account of the faith designation of the school (although some do) or of class size legislation.

Governing boards must not refuse to admit a child thought to be potentially disruptive or likely to exhibit challenging behaviour.

The fair access protocol must not require a school automatically to admit another child with challenging behaviour to replace a child excluded from the school.

This policy will be reviewed on an annual basis.