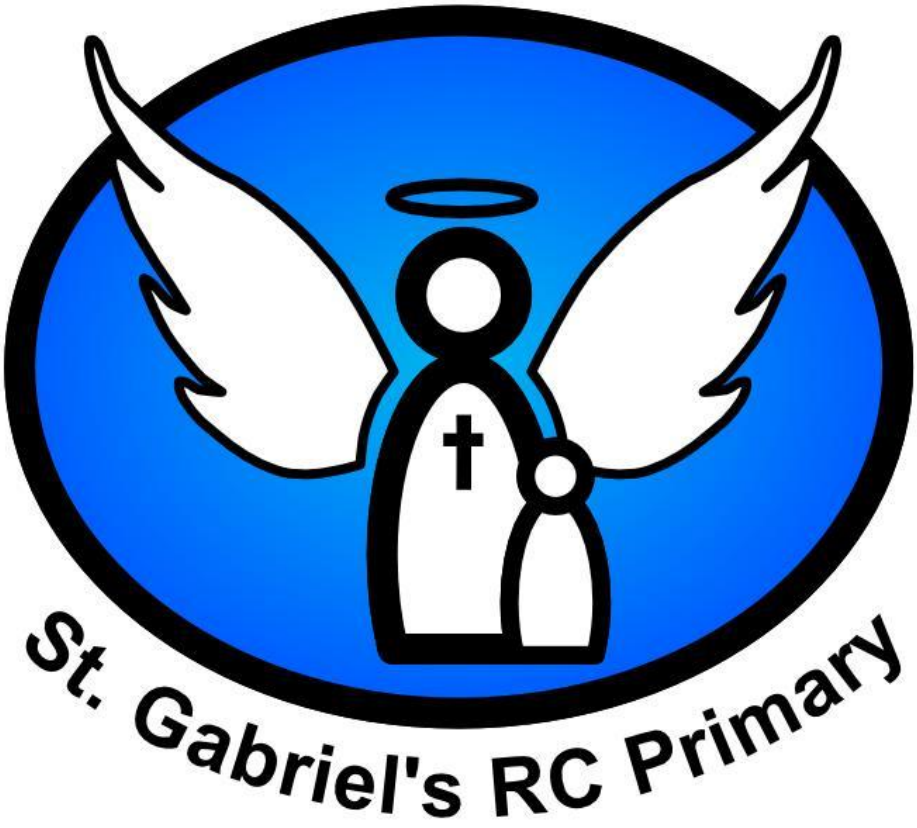



# Admissions Policy

## 2026-2027

Updated: 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 clearly define the admissions criteria for St Gabriel's RC Primary School to ensure that all applications are handled fairly, transparently, and in line with current guidelines and school ethos. The policy objectives set by the Governors are as follows:

- To define the Published Admissions Number (PAN)
- To outline the admissions criteria against used for judging applications
- To clarify 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 and maintained by Rochdale Authority. As a Voluntary Aided School, the Governing Body acts as the Admissions Authority and is responsible for decisions regarding applications. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school year commencing in September, the Governing Body has set the Published Admissions Number (PAN) at 30.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum that promotes Catholic religious education and worship, helping children grow in their understanding of the Good News and in the practice of their faith. The school works to develop the children fully as human beings, preparing them to take on responsibilities as Catholics in society. All parents applying for a place must understand and respect this ethos and its importance. However, this requirement does not affect the rights of non-Catholic applicants.

## Admissions Procedure

Parents wishing to apply for a place in Reception must submit a Common Application Form (CAF) online to the Local Authority (LA), adhering to the LA's specified closing date, typically in January of the year the child is due to start school. In addition, parents should complete a School Supplementary Form and submit it directly to St Gabriel's, along with proof of baptism, by the same closing date.

Late applications will be processed after the notification date, which is typically April, and may not receive an offer of a place at the preferred school.

## Admissions Criteria

Admissions to the school are 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 with a sibling already attending the school at the time of admission.**
4. **Baptised Roman Catholic children who reside in the parish of St Gabriel's and All the Angels, Castleton, with St John the Baptist, Rochdale.**
5. **Baptised Roman Catholic children who reside in other parishes or church communities.**
6. **Other Cared for Children and previously Looked After Children.**
7. **Other children with a sibling attending the school at the time of admission.**
8. **Other children.**

Where the number of applicants exceeds the available places in any category, priority will be given based on the distance from home to school, measured in a straight line from the front door of the child's home address to the school's main entrance, using the LA's computerised measuring system. If two applicants live the same distance from the school, a random lottery will be used in a public place to determine the allocation of the final place.

**Definitions and Notes for Applicants:**

a. All applications will be considered at the same time and after the closing date for admissions as defined by the LA. Applications received late will be treated as a late application and will not be processed 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. 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. The Home Address is where the child lives for the majority of time. Where care is split and a child moves between two addresses, the household in receipt of Child Benefit would be the address used. The Governing Body have the right to request supporting evidence if necessary. Applicants should not state the address of another relative or person who has daily care of the child.
e. 'Sibling' is defined as full, half or stepbrothers and sisters, adopted or foster siblings living at the same address. Cousins or extended family are not considered siblings for admissions purposes.

f. The Waiting List for children not offered a place 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 a child's position on the list may change if new applicants are added, or if others are moved according to the 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. Parents have the right to appeal against an unsuccessful application to an independent appeals panel. Appeals must be made within twenty school days of the refusal notification.
i. The Governing Body reserves the right to withdraw an offer of a school place if false information is provided during the application process.
j. It is the duty of the Governing Body to comply with regulations on class size limits for children aged between rising 5-7. However, this limit may be exceeded 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 Children or 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. Parents of Summer born children may request that their child's admission date 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), this must be discussed with the Headteacher before applying. The final decision rests with the Headteacher.
l. Parents may request part-time attendance for their child until they reach their fifth birthday.

**The Admission of Children with Special Educational Needs**

By law, Governing Bodies 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 Body 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.
Parents can appeal such decisions through the SEND Tribunal.

**In Year Transfers**

For In Year Transfers, the same admissions criteria apply. Applications should be made directly to the school who will inform the Local Authority. Proof of address and baptism will be required at the time of application. If a school place cannot be offered, then the child can be put on the school waiting list.

The same admissions criteria apply as for the admission of a reception child. In Key Stage 1, the class size limit is 30 pupils. In Key Stage 2, while there is no statutory maximum, the Governing Body has set a practical limit of 30 children per class.

**In Year Fair Access Protocols**

The Local Authority has a Fair Access Protocol to ensure that vulnerable and hard-to-place children are admitted swiftly. This protocol ensures that the process of directing schools to admit children is fair and equitable. The protocol does not require schools to admit children automatically based on challenging behaviour.

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

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 annually by the Governing Body to ensure its relevance and compliance with applicable laws and regulations