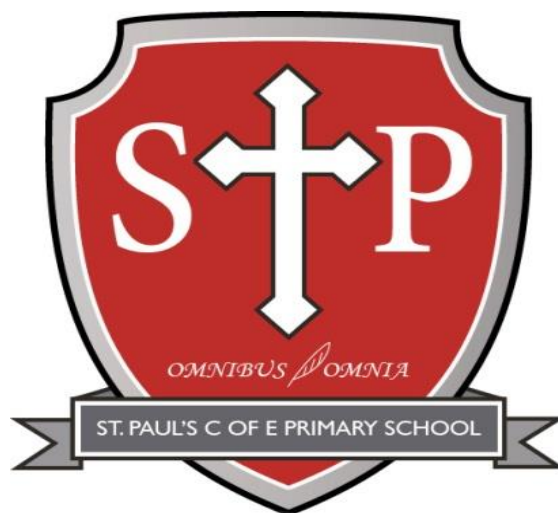


St Paul's C of E Primary School



Admissions Policy

Revised and adopted by the Governing Body October 2024

Review Date: May 2026

Next review Date: May 2027

SignedMark Gaunt Chair of Governors

Date.....

Signed.....Joanne Rowley Headteacher

Date.....

1 Introduction

The governing body of **St Paul's CE Primary School** applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

As a Church of England Primary School we have adopted the admission policy set out by Salford LA and use the criteria in the LA admission policy to determine all school admissions.

2 Aims and objectives

We are an inclusive school that welcomes children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

The standard admission number is 60.

The standard admission number for Nursery is 26.

If the standard number is reached in any year group and subsequent parental requests are made, the parents are informed of the appeal procedure and provided with the relevant contact numbers and information to begin the appeal process should they wish to do so.

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

3 How parents can apply for their child to be admitted to our school

The school determines the admission arrangements in agreement with the LA. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms. The school notifies parents about the school place as soon as all the applications have been considered.

In Salford children are able to start in the Nursery class in the September following their third birthday. For reception children they are able to start in the September after their fourth birthday.

Parents/carers can register their child with Salford LA at any time from birth onwards. An information booklet that provided detailed information on the application process is sent to parents/carers when they register. A copy of the information booklet and application form is available at www.salford.gov.uk

4 Admission appeals

If the LA does not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much. The LA will advise the parents/carers of their right of appeal and will supply details of the appeal process.

5 The standard number

The standard number is the number of children the school can accommodate. The standard number for our school is **420**. We keep this number under review and the governors will apply to change the number if circumstances allow.

6 Infant class size

We teach infant children (aged five to seven) in classes that have a maximum number of 60 children.

7 Review

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

The following criteria is in line with Salford Admissions. As far as possible the Admissions and Exclusions Team will try to offer your child a place at the school of your choice.

Places in schools are limited by the physical space in the school. Each school has an admission number which is based on the size of the school. If the number of pupils requiring places is more than the admission number then not every child will be successful in getting a place. This is what we mean when a school is said to be 'oversubscribed'.

If the school is oversubscribed the places will be allocated using the following admission criteria:

1. **Looked After Children**- Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. This includes children who have ceased to be looked after because they were adopted or became subject to a child arrangements order or special guardianship order. (Parents/carers of all previously looked after children will need to provide a photocopy of the relevant order with the application form).
 2. **Children in Need** - Children in need as defined by the Children Act (1989), ie those who are unlikely to achieve or maintain or to have the opportunity of achieving or maintaining a reasonable standard of health or development or a child/children whose health or development would be further impaired without the provision of services by the Local Authority. Confirmation of the child's needs will be required from their social worker.
 3. **Older brother or sister** -Brother or sister in attendance at the school (Reception – Year 5 only. Year 6 are considered for in year applications only) at the date when the pupil is to be admitted. This includes stepchildren and foster children living with the same family at the same address. Other children may be considered under the sibling criterion provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit. (The authority accepts that in some family units the children may not be natural brothers and/or sisters).
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4. **Distance** Children living nearest to the school. The distance will be measured in a straight line using LLPG (Local Land and Property Gazetteer) information to measure the distance between the address point (including flats) of the child's home address and the centre of the school in miles. Those children whose home address is closest to the school will be those who get priority for places.

Oversubscription

When allocating places for children in criterion 3 and/or 4 it is possible that the school's admission number will be reached before all the children in that criterion have been allocated places.

If that happens all of the children in that criterion (but not children in higher criteria whose places will be assured) will be ranked according to distance from the school. Children who live nearest to the school (measured on a straight line distance from the school) will take up places until the admission number has been reached. Length of time on a waiting list is not seen as a relevant factor.

St Pauls CE Primary School admission numbers as of September 2016 are as follows:

Class	Maximum number of places
Nursery	26
Reception, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6	60

No child can automatically transfer from nursery to a reception class. Where a school has more applications than places available in the reception class, they must be allocated using the published admission criteria. Children who have attended the nursery will be considered on the same basis as those who have not. The Local Authority determines allocation of these places.

Nursery Places/Reception

The closing date for a place in our nursery and reception classes for the academic year, 2025/2026 is 15th January 2025.

Priority for places will be given to children resident within the Local Authority of Salford. This includes all children whose parents pay their Council Tax to Salford City Council. If places are still available, then these will then be given to children outside of the Local Authority of Salford (whose parents pay council tax to another local authority/council).

Salford City Council's policy states that parent/carers will not be allowed to take two part-time nursery places for their child, thus limiting the number of places available.

Allocation of Full or Part-time Places in Nursery Classes

Some schools allocate full and part-time places in the nursery class. This decision is the responsibility of the governing body. St Paul's CE Primary School we offer full-time places to 26 children.

Submission date for reception

No places will be allocated in nursery classes to children who have not reached the age of three by 1 September in the admission year.

Verification of Address

Because of problems in the past, the Admission and Exclusions Team may need to carry out checks to confirm that the address you give in your application is genuine. You might be asked to produce documentary evidence of your address, such as:

- Council Tax bill
- Rental/tenancy agreement
- Recent Child Benefit papers
- Copy of completion papers in the case of a recent house purchase

The evidence you provide should be dated in the last three months. Your address is considered to be where your child is normally and regularly living at the time of deciding places. If your child is living with friends or relatives for reasons other than guardianship, then we cannot use that address at the time of allocating places.

The local authority may consider a child's temporary address (where, for example, they may be living in temporary accommodation due to their parents' working commitments whilst they are seeking a permanent address in the same area) at its discretion.

If your main address has changed temporarily (for example, if you live with extended family during illness or you take up temporary accommodation because of building work) then your address counts as the one you were at before moving to the temporary residence. You must notify Admissions as soon as possible if there is any permanent change in address.

It may be necessary for a home visit from a member of a Locality Team to prove that you live at the address.

Please note: action will be taken if a false address or misleading information is given and the school place your child is offered may be withdrawn.

Who to Contact

Telephone: 0161 778 0415

Email: school.admissions@salford.gov.uk

Website: www.salford.gov.uk/schools-and-learning/schools-admissions/

In Year Admission

Parents can apply for a place for their child at any school in Salford by making an application through Salford local authority. If you live in Salford but wish to apply for a school in another local authority, you should contact the local authority where the school is.

Applications forms for a place in a Salford school are available in the downloadable documents section of this page. Completed forms can be returned to the school's admissions team using the 'Contact us online' facility.

Application forms can also be collected from Eccles, Pendleton and Walkden [Gateway centres](#), as well as [Broughton Hub](#) and any primary or high school.

Before you fill in your application you should read the [primary admissions booklet](#) which explains the admissions procedure in full.

Applications should be returned to the School Admissions team who will aim to process the application within a maximum of 20 school days.

More information can be found at <http://www.salford.gov.uk/schools-and-learning/schools-admissions/primary/>

Induction at St Pauls CE Primary School

If your child moves school and wishes to start at St Pauls Ce Primary School at the beginning of, or during the school year, we endeavour to make sure this transition is as smooth as possible by gaining as much information about a child BEFORE their start date. This is the following procedure:

1. On receipt of an application request from Salford's Admissions Team, Mrs Celia Whitehead or Michelle Batty (our Children and Families officer) will contact parents to check whether they wish to accept the place. An induction meeting will then be arranged. The child is welcome to attend parts of the meeting.
 2. This induction meeting is an opportunity:
 - a. For parents to meet the Headteacher and discuss the core values of the school
 - b. For parents to discuss their child's previous schooling (attainment, progress, support, SEN), social and emotional development
 - c. To discuss any medical/dietary requirements your child may have
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- d. To undertake a tour of the school, meet your child's class teacher and see the resources on offer at St Pauls
 - e. To discuss the contents of the School Prospectus – timings, lunch arrangements, uniform, reporting concerns etc
 - f. To hand over admissions forms – please note all forms must be completed before the agreed start date and handed into the school office
 - g. To answer any questions, you may have.
- 3. The Headteacher may inform parents that contact has/or will be made with the child's previous school for further information.
 - 4. The Headteacher will share all information with the relevant personnel in school.
 - 5. During the child's first 2 weeks the class teacher will assess the child's reading, writing and mathematical abilities via class work and administering any necessary tests.
 - 6. A meeting will be arranged with the child's parents after 2 weeks' induction to consult on the teacher's initial assessments and how the child has settled.

7 Review

- 7. This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

Signed:

Date 6th October 2023
