

St. Anne's R. C. Primary School

Admission Policy 2026/27

The number of places available for the Reception class for 2026/27 will be a maximum of 30. This has been agreed as a result of consultation between the Governing Body, Salford Diocese and the Local Authority.

Children whose 5th birthday falls between 1 September 2026 and 31 August 2027 are eligible to be admitted on 1 September 2026.

All preferences are considered equally. If demand for places exceeds the number of places available, after admitting children with a Statement of Special Educational Needs or an Education Health Care Plan, places will be allocated to applicants under the following categories listed below in priority order:

1. Baptised Roman Catholic Looked After Children, Baptised Roman Catholic previously Looked After Children and Looked After Children adopted from overseas. (notes 3 and 4).

2. Baptised Roman Catholic children living in the original parish of St. Anne's and baptised Roman Catholic children living in Sacred Heart parish (notes 1 and 4).

3. Baptised Roman Catholic children who have older siblings attending St. Anne's R.C. Primary School at the time of application and admission (notes 2 and 4).

4. Other baptised Roman Catholic children.

5. Looked After Children and previously Looked After Children (note 3).

6. Children of members of school staff in either or both of the following circumstances:
   a) 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
   b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

7. Children with special social/medical/welfare needs which are directly relevant to this school. Appropriate evidence must be provided from a doctor, social worker etc, setting out the particular reasons why St Anne's is the most suitable school to meet these needs, and the difficulties that would be caused if the child had to attend another school – please see the special note below.

8. Other children with older siblings attending St Anne's RC Primary School at the time of application and admission (note 2).

9. Other children attending St. Anne's R.C. Nursery School at the time of making the application.

10. Other children who live in the geographical area (catchment) covered by the parish boundary of Sacred Heart or the original parish of St. Anne's (note 1).

11. Other children.

Notes

1. The map showing the parish boundaries is available from the admissions committee in school. Parents are advised to check their address on the map in order to confirm whether or not they live within the parish.

2. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

3. 'A Looked After 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 was looked after, but ceased to be so because they were adopted or became, a residence/ child arrangement order or special guardianship order. Included in this definition are those children who appear to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

4. For a child to be considered as a Baptised Roman Catholic evidence of a Catholic Baptism or reception into the Catholic Church will be required.

Tiebreaker

To judge between otherwise equal cases within a category, priority will be given to the children who live nearest to the school. Distance will be measured from the home front door to the school's main entrance as the crow flies, using a computerised system. If it is not possible to differentiate on distance (for example, if only one place is left but there are two children living at the same address seeking admission) then the child to be offered the place will be chosen by random allocation. The draw will take place at the Local Authority's offices

and the name (s) will be drawn by a local authority officer who is independent of the admission process.

Criterion 7: Special Medical, Social and Welfare Reasons

If you feel that there are exceptional medical/ social/ welfare needs relating to your child which support the need for your child to attend a particular school, and wish your application to be considered under criterion 7, you must state this on your application form AND provide appropriate written supporting evidence for your application from a doctor, social worker or other professional. This evidence must explain why the preferred school is the most suitable and what difficulties would be caused if the child had to attend another school.

This evidence should accompany the application form. If necessary, parents can submit the application form and send the supporting evidence at a later date but the supporting evidence MUST be received by the Local Authority on or before the closing date for applications. It is the parent's responsibility to ensure that the Local Authority receives the supporting evidence.

If you do not provide the supporting evidence on or before the closing date, then it will not be possible to consider your application under the medical/social/welfare criterion.

Please bear in mind the following points in relation to this criterion –

1. Only *exceptional* reasons associated with the child and directly relevant to the suitability of that specific school (i.e. showing why the child needs to be admitted to that particular school) are normally accepted under this criterion.

2. All schools can make provision for special educational needs and can also manage common conditions – e.g. asthma, diabetes, epilepsy.

After the closing date, during the early stages of the allocations process, all applications which have requested consideration on the grounds of medical/ social/ welfare need are considered separately by a panel from the Admission Authority. This involves considering all statements and evidence provided by parents to support the application. The panel may, at their own discretion, contact parents / carers and third parties (with parental consent) to request further information where this is needed to reach a decision.

The panel's focus is assessing each claim for consideration under this criterion will be to assess whether the evidence provided (a) actually confirms that this child has an exceptional medical/ social/ welfare need AND (b) demonstrates a clear and exceptional need for this child to attend that specific school for reasons arising from the exceptional medical/ social / welfare need.

Where the reasons claimed are not considered exceptional or do not disclose an exceptional need for the child to attend that specific school, then the application will be dealt with under the other admission criteria for St. Anne's.

Multiple Births

If an application has been made for places for twins/ triplets/2 or more siblings in the same year group and insufficient places are left within the published admission number (i.e. one of the siblings is the last child who can be admitted within that number) it may be possible for the Admission Authority to offer places to the other sibling(s) in the birth group as a permitted exception to class size regulations.

APPLICATION PROCESS:

Applications for admission to the school must be made on the LA form (enclosed with the LA's brochure or on line) between 1 September and the closing date in January specified on the application form. Where there are extenuating circumstances for an application being received after the last date for applications and it is before the Governors have established their list of pupils to be admitted, then it will be considered alongside the others. Otherwise, applications which are received after the last date will be considered after all the others and placed on the waiting list in order, according to the criteria.

After the allocations process has been completed, the LA will send out offer letters to all parents within their area mid-April 2026.

Applicants who are not offered a place at St Anne's will have their name placed on the waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the waiting list according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later may have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. Please note that looked after children, previously looked after children and those allocated a place at the school in accordance with the Fair Access Protocol must take precedent over those on the waiting list. The waiting list will operate until 31st December 2025 only.

Where the governors are unable to offer a place because the school is oversubscribed or because of class size prejudice, parents have the right to appeal to an independent admission appeal panel. Parents should notify the clerk to the governors at the school by 15 May, 2026. Parents will then have the opportunity to submit their case to the panel in writing and also to present their case.

'In Year' applications (received outside the normal admissions round) will be considered within ten working days when they are received and places offered if available. If more applications are received at a particular time than there are places available, then the published oversubscription criteria will be applied to those applications and places offered accordingly.

The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to Baptism, sibling connections or place of residence.

Deferred Admissions

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December then, if you wish, admission may be deferred until January. If it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January.

Admission of children outside their normal age group

Parents/carer(s) may seek a place for their child outside their normal age group, for example when a child is gifted and talented or has experienced problems such as ill health. Parents of a Summer born child (children born between 1st April and 31st August) may choose not to send that child to school until September following their fifth birthday and may request that their child is admitted out of their normal age group to reception rather than year 1.

Children who are already of school age:

Parent(s)/ carer(s) will need to submit a normal Common application Form (CAF) to the Local Authority (in writing or online) for admission into the normal age group at the same time as they submit a written request to the Governing body for their child to be admitted out of the normal age group.

Children seeking admission to reception in the September after their 5th birthday.

Parent(s)/ carer(s) will need to submit a normal Common Application Form (CAF) to the Local Authority (in writing or online) for admission into the normal age group at the same time as they submit a written request to the Governing body for their child to be admitted out of the normal age group.

Please note: This Governing Body will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s)/ carer(s) therefore should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The Governing Body will make a decision on the request before the Primary national offer date if at all possible.

If the request is agreed, the parent(s)/ carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, parent(s) / carer(s) must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it and make an in-year application to the Governing Body for admission to year one for the September following their child's fifth birthday.

Making the decision

Parent(s) / carer(s) seeking admission of their child outside their normal age group must send their written request to the Governing Body. It is the responsibility of the parent(s) / carer(s) to provide the Governing Body with all relevant information relating to this request, including the parent(s)/carer(s) views; information about the child's academic, social and emotional development; medical professional (where relevant); whether the child would naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated out of their normal age group.

The Governing Body is required to take into account the views of the Head Teacher on the application as well as the information from the parent(s)/ carer(s). The Governing Body will make their decision on the basis of the circumstances of each individual case and in the best interests of the child concerned.

The Governing Body will then inform the parent/ carer of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parent(s) / carer(s) have a statutory right to appeal to an independent admission appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint regarding an admission authority's decision not to admit their child outside their normal age group.