



## **SCHOOL ADMISSIONS POLICY 2025-2026**

Holy Cross & All Saints School is a Roman Catholic Primary school provided by the Diocese of Salford and is maintained by the Salford Education Authority as a Voluntary Aided school. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications and admissions. For the school year commencing 2025/2026, the Governing Body has set its planned admissions number at 45 for children in Reception and at 26 for the Nursery class.

**Admission to the school will be made by the Governing Body in accordance with the stated parental preference subject to the following set of criteria, which will be used to form a priority order if there are more applications for admission than the school has places available.**

- 1) Baptised Roman Catholic children who are in public care and Baptised Roman Catholic children who were previously Looked After because they were adopted or became subject to a special residency order or special guardianship order.
- 2) Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in the former parish of Holy Cross (including new additions from St. Mary's parish border).
- 3) Baptised Roman Catholic children resident in the former parish of Holy Cross (including new additions from St. Mary's parish border).
- 4) Other Baptised Roman Catholic children who will have a brother or sister attending the school at the time of the admission and are resident in another parish.
- 5) Other Baptised Roman Catholic children who are resident in another parish.
- 6) Other children who are in public care and children who were previously Looked After because they were adopted or became subject to a special residency order or special guardianship order.
- 7) Exceptional Needs
- 8) Other children with a brother or sister attending the school at the time of admission.
- 9) Other children.

## **NOTES**

The Governing body is the admissions authority. Admissions are included in the remit of the Curriculum, Pupils and Admissions Committee.

The Governing Body shall consider all applicants at the same time after the closing date for admissions. Parents will be notified of the Governors' decision by the Local Authority on a date determined by the Local Authority and published in the Information booklet to parents and on their website.

In the Autumn term all parents who have expressed an interest in a school place will be sent a copy of the Local Authority 'Primary Admission Booklet' which gives details of the LA co-ordinated admissions arrangements. These are available from Local Authority offices, public libraries and primary schools.

Admission to the school will be determined by the Governing Board. Parents must complete a Local Authority Preference Form which can be obtained from the school office or apply online via the website

<https://www.salford.gov.uk/apply-for-a-primary-place.htm>. Parents must adhere to the relevant closing date (see Salford Council Website)

All applicants will be considered by the Governors at the same time in a fair way according to the published criteria. Parents who wish their application to this Roman Catholic School to be considered against the priority faith criteria should also complete the supplementary form. If the school is oversubscribed failure to complete the supplementary form will result in your application for a place in this school being considered against lower priority criteria as the governing body will no information upon which to assess the application on the basis of the applicant's baptism.

It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes, in Key Stage One, of more than 30 children.

### **Additional/supplementary forms**

All parents who list their preferred schools on the Local Authority's Common Application Form are regarded as having made valid applications. An additional or supplementary form may also have to be completed for applicants considered under faith criteria of faith schools, for boarding schools and for selective schools.

### **Parents/ Family Members**

A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parents attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings.

Parents will be informed of the governors' decision by letter. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.

### **Baptism and parish boundaries**

Each Roman Catholic applicant will be required to produce a baptismal certificate.

Parents should check carefully whether they are resident within the parish boundaries of Holy Cross.

All applicants will be required to provide proof of address, by supplying an original, up-to-date, council tax bill together with a current utility bill.

### **Exceptional Needs**

Children for whom the governors accept that there are exceptionally strong medical, social or welfare reasons associated with the child and /or family, which are directly relevant to the school concerned. Supporting professional evidence will be required. This may be from whatever source(s) the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services.

### **Special Needs**

If a child has an Educational Health Care Plan (EHCP) naming a specific school there is a duty for the school to admit the child.

### **Distance**

If in any category there are more applications than places available, priority will be given on the basis of proximity to the school.

Distance will be measured in a straight line from the centre point of the child's home address (including flats) to the centre point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Where a child lives with parents with shared responsibility, each for part of the week, the 'home' address will be determined as being the address of the parent who is in receipt of the child benefit.

### **Twins/Multiple births**

The governing body reserves the right to give special consideration to twins or triplets etc. to prevent breaking the sibling link.

### **Sibling**

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 where the child for whom the school place is sought is living in the same family unit at the same address as

that sibling. The governing body reserves the right to give special consideration to twins or triplets etc. to prevent breaking the sibling link

### **Oversubscription**

It is possible that the school's admission number will be reached before all the children within a category have been allocated places. If that happens all of the children (but not children in higher categories whose places will be assured) will be allocated places as follows:

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 by the Local Authority's computerised measuring system with those living nearer to the school having priority. 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. In the event of distances being the same for 2 or more applicants and only one place is left to be allocated, a random lottery will be carried out in a public place.

***The random allocation process will be supervised by someone independent of the school and will be used when an offer is made to a name on the waiting list. A fresh round of random allocation will be used each time a child is offered a place from the waiting list.***

***Each time a child is added to the waiting list this will require the waiting list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the waiting list.***

### **Waiting lists**

If the school is oversubscribed, a waiting list will be maintained. This will be ordered according to our admissions criteria as stated above.

### **Late applications**

All applications will be considered at the same time and after the closing date for admissions which is 15 January 2025. 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.

Late applications will be considered in accordance with the published admissions criteria. Parents will be notified if a vacancy subsequently arises.

### **Appeals**

If an application for admission has been turned down by the Governing body parents can appeal to the independent appeals panel. This appeal must be sent in writing to the clerk to the governors at the school within 20 school days of notification of

refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on the governors. The outcome of the appeal is binding on the parents and on the governing body.

### **In Year Admissions**

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 admissions criteria will be applied.