



English Martyrs' Primary School  
Admissions Policy  
2017-2018

Statement of religious affiliation:

English Martyrs' is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Trafford Local Education Authority as a Voluntary Aided School.

The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The planned admissions number is 30.

Admission to the school will be made by the Governing Body in accordance with the stated parental preference it receives by the Local Authority, 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.

Criteria for admission

1. Baptised Roman Catholic Looked After Children and Previously Looked After Children
2. Baptised Roman Catholic children who have a sibling attending the school at the time of admission and who are resident in the catchment area of English Martyrs' school within the parish of Our Lady & The English Martyrs
3. Baptised Roman Catholic children resident in the catchment area of English Martyrs' school within the parish of Our Lady & The English Martyrs
4. Baptised Roman Catholic children who have a sibling attending the school at the time of admission and are residents outside the catchment area of English Martyrs' school
5. Baptised Roman Catholic children of staff (where the member of staff has been employed at the school for two or more years at the time the application is made or the member of staff is recruited to fill vacant post where there is a demonstrable skill shortage.)
6. Baptised Roman Catholic children resident outside the catchment area of English Martyrs' school
7. Other Looked After Children and Previously Looked After Children
8. Other children who have a sibling attending the school at the time of admission
9. Other children

Admission Procedure

All admissions to the school are the responsibility of the Governing Body who have devolved powers to the Admissions Committee. Offers of a place can only be determined by the Admissions Committee.

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 Admissions Booklet'; which gives details of the LA coordinated admissions arrangements. These are available from Local Authority offices, public libraries and primary schools and on-line.

Parents must complete a Common Application Form and express preferences for primary school admission. All applicants will be considered by the governors at the same time, in a fair way according to the published criteria.

Each Roman Catholic applicant will be required to produce a Baptismal Certificate.

Parents will be informed of the Governors' decision by Trafford Local Authority on a date in April. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.

Parents should check carefully whether they are resident within the boundaries of the catchment area of English Martyrs' school.

A map illustrating the boundaries is attached and is also available for viewing in the school office.

All applicants resident in the school catchment area may be required to provide proof of address, by supplying an up-to-date utility bill or child benefit letters.

It is the duty of the Governors to comply with class size limits at Key Stage One. This means that the School cannot have classes in Key Stage One of more than 30 children.

If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be determined as follows: Distance will be measured in a direct

straight line from the front door of the child's permanent place of residence to the main entrance of the school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS766) and Royal Mail Postal Address information. In the case of a child living in a block of flats the distance will be measured from the communal entrance of the building.

Where a child lives with parents with shared responsibility, each for part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.

The term 'brothers and sisters' will be taken to include stepbrothers and stepsisters, foster children and children of partners living in the same household. The Governing Body reserves the right to give special consideration to twins or triplets etc to prevent breaking the sibling link. However, the Governing Body must comply with maximum class sizes of 30 children.

#### Waiting List

If the school is oversubscribed, a waiting list will be maintained, in accordance with the Schools' Admissions Code. This waiting list will be ordered according to the published over-subscribed criteria.

Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises. Parents will be expected to provide a reason/s for the late application. If this is not exceptional the application will be dealt with after all others have been dealt with.

Parents are asked to read and confirm receipt of the Governors' published admissions policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.

#### Appeals

If an application for admission has been turned down by the Governing Body, parents can appeal to an independent appeals panel. This appeal must be sent in writing to the Chair to the Governors at the School within 14 days of notification of refusal. The date of the notification will be two working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panels is binding on the governors. The outcome of the appeal is binding on the parents and the Governing Body.

Admission arrangements to the Reception Class are separate to those for the Nursery. Attendance at the Nursery does not give a child any guarantee or priority when it comes to consideration by the Governors of applicants for admission to the Reception class.

#### Published Admission Number

The maximum number of children that the governors admission panel is allowed to admit is 30 in Key Stage 1. The governing body has set a limit to 30 per year group in Key Stage 2.