ST. MARY'S
RC. PRIMARY SCHOOL

Admissions Policy 2027/2028

St Mary's RC Primary School: Admissions Policy 2027/2028

Introduction

1.1 St Mary's is a member of Emmaus Catholic Academy Trust, is a Catholic school in the Diocese of Salford.

1.2 This policy has been developed within the spirit and context of our Mission Statement. The Catholic faith and the teachings of the Roman Catholic Church have an essential role in school life and influence every aspect of the curriculum. We ask all parents applying for a place to respect this ethos. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place.

1.3 As a voluntary aided school, the Governing Body is the admissions authority and is responsible for taking decisions on applications. The co-ordination of admissions arrangements is undertaken by the Local Authority.

Published admission numbers (PAN)

2.1 For the school years commencing September 2027 and September 2028 the Governing Body has set the PAN as follows:

- Nursery: 45
- Reception, Year 1, Year 2, Year 3: 60 each
- Year 4, Year 5, Year 6: 60 each

2.2 The PAN for Nursery is dependent upon numbers on the waiting list and may vary where part-time places are offered.
Nursery pupils are normally offered a 15-hour place.
Parents who want a full-time place may either pay an additional weekly top-up fee or use a 30-hour funding code; this must be made clear on the admission form.

Visiting and applying

3.1 Parents and carers who wish to apply for a place are welcome to make an appointment to visit the school. We encourage perspective parents to attend our Open Days. We will show prospective parents around and discuss the school and the admissions process.

Applications

4.1 Parents must complete the Local Authority Preference Form or apply online via the LA website:

Manchester residents:
https://www.manchester.gov.uk/schools-education-and-childcare/school-admissions

Manchester School Admissions Timetable September 2027 entry for Primary Reception Places	
Application round opens:	17th August 2026
Closing date for applications:	15th January 2027
Offers made:	16th April 2027
Deadline for accepting or refusing places:	30th April 2027
Closing date for appeals of on time applications	17th May 2027

4.2 If you wish your application to be considered against the school's religious criteria you must ALSO complete the school's supplementary form. This is available from the school office in paper form or online at our website: www.stmaryslevenshulme.org.uk.

4.3 All preferences listed on the Local Authority Preference Form will be considered equally; the school will apply its published admissions criteria when the school is oversubscribed.

4.4 All admissions will be made in accordance with this policy.

Admissions criteria (oversubscription)

5.1 Where there are more applications than places, the following criteria are applied in priority order:

1. Baptised Catholic and non-baptised Looked After Children and previously Looked After Children, who were looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order.

2. Baptised Catholic children resident in the parish of St Mary of the Angels and St Clare, Levenshulme.

3. Other baptised Catholic children who have a sibling in the school at the time of admission and are resident in the parish of St Mary of the Angels & St Clare.

4. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in another parish.

5. Baptised Catholic children whose parent has been a member of the school staff for at least two years.

6. Other baptised Roman Catholic children who are resident in another parish.

7. Other children with either a brother or sister attending the school at the time of admission or with a family member employed at the school at the time of application.

8. Other children.

9. Notes and definitions
   a) Timing and consideration of applications

   - All applicants for Reception will be considered at the same time and after the closing date set by Manchester Local Authority.

   - Nursery applicants will be considered at the same time. This take place after February half term.

Looked after children

6.1 A looked after child is a child who is in the care of, or provided with accommodation by, a local authority (under section 22(1) Children Act 1989).

6.2 A previously looked after child is one who was looked after but ceased to be so because they became subject to an adoption, residence or special guardianship order.

6.3 Parents/carers must supply appropriate evidence, for example a letter from the local authority, an adoption order, residence order or special guardianship order.

6.4 These children are given priority in the school's oversubscription criteria.

Evidence of baptism

7.1 For a child to be considered as a Roman Catholic, evidence of baptism is required. (See Appendix 1.)

Class size regulations

8.1 Governing bodies must comply with regulations on class size limits for children aged between rising five and seven. The governing board may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to certain in-year applicants such as looked after/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.

Tie-break: distance

9.1 If, within any category, there are more applicants than places, priority will be given to those living nearest the school. Distance is measured in a straight line from the front door of the child's home (including the community entrance to flats) to the main entrance of the school using the Local

Authority's computerised measuring system. Where distances are identical for the final place(s), a random lottery will be carried out in a public place.

Home address

10.1 The home address is where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of child benefit will normally be used; governors reserve the right to request additional evidence as appropriate. Applicants must not use the address of another relative or person with occasional care.

Sibling

11.1 Sibling is defined as a 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.

Waiting list

12.1 A waiting list for children who have not been offered a place will be kept and ranked according to the admission criteria. Parents will be informed of their child's position on the waiting list. The waiting list will not be operated for longer than the end of the autumn term of the admission year.

In-year Applications

13.1 For in-year applications outside the normal admissions round: if places are available, children qualifying under the published criteria will be admitted. If there are more applicants than places, the oversubscription criteria will be applied.

13.2 Direct applications to the school can be made for in-year admissions.

Right of appeal

14.1 If an application is turned down by the Governing Body, parents can appeal to an independent appeals panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit their appeal. Appeals must be made in writing and give the reasons for appealing. The decision of the appeals panel is binding on all parties.

Deferred and phased admission

15.1 Parents may request that the date their child (if below compulsory school age) is admitted is deferred to later in the school year or until the term when they reach compulsory school age. Where a child is summer born (born 1 April to 31 August), parents may request admission deferred to later in the school year or until the following year; the child must start school before the end of that school year. Parents should discuss deferral with the school before applying. The final decision rests with the headteacher. A deferral request must be made alongside the application to the Local Authority and the school.

False information

16.1 The Governing Body reserves the right to withdraw the offer of a school place where false evidence has been received in relation to baptism, sibling connections, or place of residence.

School policies

17.1 Parents and carers must accept school policies drawn up by the governors (for example: uniform, behaviour, home learning) and are expected to sign to this effect before their child is admitted to the school.

Nursery admissions (additional detail)

18.1 The whole-school admission criteria applies to Nursery applications.

18.2 Nursery intakes are in September. Where vacancies exist, children may be admitted at other times of the year at the discretion of the Governing Body.

18.3 If a Nursery place is provisionally offered, a pre-admission interview will take place in the form of a home visit followed by a short induction period of around a week. A place will only be confirmed if the induction period has been satisfactorily completed.

18.4 It is sometimes the case that a child is not ready to take up a school place; their admission may be deferred or refused. This is a matter of objective professional judgement by the headteacher and there is no right of appeal against such a decision.

18.5 Parents are invited to place their children on the Nursery waiting list as soon as possible. To be placed on the waiting list, parents will need to provide:

- Birth certificate
- Catholic baptism certificate (where applicable)
- Evidence of current address and proof of entitlement to education within the United Kingdom

Oversubscription and waiting lists

19.1 The school operates a waiting list for each year group. Pupils are added to the list in priority order according to the admission categories set out in section 4.

19.2 Parents are asked to complete both the school admission form and the Manchester Local Authority Common Application Form in accordance with the co-ordinated admissions scheme.

Appendix 1: Definition of baptised Roman Catholic

20.1 In addition to candidates who can give evidence of baptism within the Roman Catholic Church, the definition of baptised Roman Catholic is extended to:

- Children enrolled in, or having completed, the catechumenate (the process of preparation to be received into full communion with the Roman Catholic Church).
- Children from Eastern Rite Churches in communion with Rome, including but not limited to:
- Alexandrian rites: Coptic, Ethiopian (Eritrean Catholic Church)
- Antiochian rites: Malankara (Malankrese), Maronite, Syrian
- Armenian rite
- Chaldean (East Syrian): Chaldean, Malabar
- Constantinople (Byzantine) rites: Albanian, Belarusian, Bulgarian, Georgian, Greek, Melchite, Italo-Albanian, Romanian, Russian, Ruthenian, Slovakian, Ukrainian, Hungarian, Macedonian and others in communion with Rome

20.2 Only children baptised into the Roman Catholic Church or formally received into full communion with the Roman Catholic Church can be admitted to the Sacraments of Reconciliation and Holy Eucharist. Parents of non-Catholic children who request enrolment in the First Holy Communion programme should be referred to their local parish priest.

Final notes

9.1 The Governing Body is the admissions authority and is responsible for complying with the School Admissions Code and related legislation.