



ADMISSIONS POLICY 2019-20

St. Vincent's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Rochdale Local 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. For the school year commencing September 2019 the governing Body has set its planned admissions number at 60.

Admission to the school will be made by the Governing Body, which operates an equal rank preference system. Therefore, if school is oversubscribed in any category it may be that that 2nd and 3rd preferences are allocated a place in school, before a 1st preference if these rank higher, subject to the admission criteria. The admission criteria applies to all year groups. If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. That is; the shortest recognised maintained walking route to school from the person's door to either of the main entrances to school.

Admission Criteria

The governors have agreed to the following criteria which will be used to form a priority order if there are more applications for admission, for a year group, than the school has places available.

1. Baptised Roman Catholic children who are in public care.
2. Baptised Roman Catholic children who will have a sibling attending the school at the time of admission and resident in the parish of St. Vincent's. (Sibling, throughout this admission policy, is deemed to apply to those living at the same address and will include; brother or sister; step relatives and children of partners where there is not a legally defined domestic arrangement in place).
3. Other baptised Roman Catholic children who are resident in the parish of St. Vincent's.
4. Other baptised Roman Catholic children who have a sibling attending St. Vincent's at the time of admission and resident in another parish.
5. Other Baptised Roman Catholic children resident in another parish.
6. Other children who are in public care.
7. Other children who have a sibling attending St. Vincent's at the time of admission.
8. Other children.

*Special Educational Needs children who have a statement and Looked after Children (LAC). - The allocation of places for SEN children and LAC is the responsibility of the LA so they are removed from the school's admission policy. If the school is named in the statement the school has no right of refusal; therefore these children take priority over all others and may be offered a place even if the allocated number for intake has been reached.

Please read the notes below carefully. If you are in doubt about any of the criteria, or require them in a different language please contact school.

- Each Roman Catholic applicant will be required to produce a baptismal certificate.
- Parents should check carefully whether they are resident within the parish boundary of St. Vincent's. A map illustrating the boundary is available from St. Vincent's RC Church.
- 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.
- If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. That is; the shortest recognised maintained walking route to school from the person's door to either of the main entrances to school.
- 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 Clerk to the Governors at the school within 14 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.
- Where a child lives with parents with shared responsibility, each for part of a week, the home address will be that at which the child spends the majority of the working week (Monday – Friday).

Make a complaint: If you're not happy with our application process you have until the 15th May 2018 to make an objection addressed to the Chair of Governors via the School Office.

Admission to the Reception Classes September 2019
(Children born between 1st September 2014 and 31st August 2015)

- A. Closing date for applications is the 15th January 2019.
- B. Applications that are received after 15th January 2019 and up to 9th April 2019 the governors will apply the admission criteria and replace anyone on the original proposed admission list. This date is chosen as it is 1 week before the LA inform parents of their offer of a place.
- C. Offers will be made to parents on 16th April 2019. Notification letters will be sent out via email & 2nd class post.
- D. Any applications received after the notification date 16th April 2019 will be placed on a waiting list. The admission criteria will apply equally to all late applicants, who will be offered places if they are available. If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. That is; the shortest recognised maintained walking route to school from the person's door to either of the main entrances to school. School will refer to the LA for accurate calculation of distances