St Paul's
Church of England Primary School

Admissions Arrangements 2027-28

Document Name	Admissions Arrangements
Document written by	V. Walton
Date for next revision*	June 2029
Responsibility	School
Approved by	LAB

Version	Date	Reviewed	Approved	Signature
1.1				
1.2	September 26	Sept 28		

Contents

Section		Page
1	Admissions Arrangements	3
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Appendix		Page
A		

Links

St. Paul's is a Church of England Primary School provided by the Diocese of Manchester and is maintained by the Salford Local Authority as a Voluntary Aided School. The school's Local Advisory Board (LAB) is the Admissions Authority and is responsible for taking decisions on applications for admissions.

For the school year commencing September 2026-27 the Local Advisory Board has set its planned admissions number at 30 for classes R-Y6 and 26 for Nursery. This Admissions Policy has been agreed with the Diocese of Manchester and the Local Authority.

Admission Arrangements

The school's published admission number agreed for admission to the Reception class is 30. If no more than 30 applications are received for admission to the Reception class, all applicants will be offered places. Children will be admitted to the Reception class at the beginning of the autumn term before their fifth birthday.

The admission number for the Nursery class is 26. Children will be admitted to the Nursery class at the beginning of the autumn term before their fourth birthday.

LAB members will admit all children who have statements of special educational needs in which the school is named.
In the event of oversubscription for the remaining places they will be allocated by use of the following criteria applied in order:

1. Children in public care and previously looked after children. This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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. This criteria also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children who, on their admission, will have a brother or sister in attendance at the school. (A sibling, stepsibling, adoptive sibling or foster sibling who lives at the same address for the majority of time as a pupil who occupies a place in St. Paul's school.)

3. Anglican children who are baptised and are resident (live for the majority of their time) in the parish of St. Paul with Christ Church.

4. Other baptised or dedicated Christian children of denominations which are members of Churches Together in Britain and Ireland or a local Churches Together organisation.

5. Children whose medical or social circumstances mean that their needs can best be met at this school as informed by professional supporting evidence
e.g. from a doctor, psychologist, social worker.

6. Children of parents practising the faith of one or other of the world's great religious traditions, and who can provide evidence of this, who are resident in the parish of St. Paul with Christ Church.

7. Any other children resident in the Parish boundaries – this can be requested from the school office

8. Any other children**.**

NOTES: Please read these notes carefully.

a. The Local Advisory Board shall consider all applicants at the same time after the closing date for admissions. Parents will be notified of LAB members' 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.

b. **Late applicants**: - any application received after the closing date, but before the offer of places, will be deemed late and will be considered after those received on time. The offer of a place will be decided in accordance with the published admission criteria. Any application received after the allocation of places will be considered as they are received.

c. Parents should be aware that a Nursery place at the school does not mean automatic entitlement to a Reception place at the school.

d. Parents should check carefully whether they are resident in the parish boundary of St. Paul with Christ Church. The school office will keep a map showing parish boundaries, which parents may consult.

e. Parents claiming eligibility on the grounds of Christian baptism or dedication (Criteria 3 and 4) or other religious beliefs (Criteria 6) should submit baptism or dedication certificates as evidence.

f. It is the duty of the Local Advisory Board to comply with class size limits at Key Stage 1. This means that the school cannot operate classes in Key Stage 1 of more than 30.

g. **Tie Breaker**: If, in any category, there are more applications than places available, priority will be given on the basis of proximity to the school. Proximity to the school is defined in terms of straight-line distance from the front door of

the home to the school pedestrian gate. In the event of a tie, where two or more pupils' home address is the same distance from the school and only one place is available, random allocation will be used.

h. **Address of pupil:** Parents will be required to provide proof of address when a child is admitted. The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the Local Authority. Where parents live at different addresses, the current 'at the time of application', address of the child should be used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings as evidenced in selection criteria 2 and 3.

i. **Twins, triplets etc.** Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, governors will consider all admission applications on an individual basis based on the needs of the child/children.

j. **Appeals** : If an application for admission is turned down by the Local Advisory Board, parents can appeal to an Independent Appeals Admission Panel, as amended by the Education Act, 2002. Appeals can be submitted at any time after a place has been refused. However, is this is after the initial 20 days, then this may result in the hearing of the appeal being delayed. Parents should notify the Clerk to the Local Advisory Board at the school of their intention to appeal. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Parents will normally receive 14 days' notice of the place and time of the hearing.

k. **Waiting List** : Where we have more applications than places, the oversubscription criteria will be used. Children who are not admitted will have their name placed on a waiting list. 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 order 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.

l. **Deferred admissions** : Children will be admitted to the Reception class at the beginning of the Autumn term before their fifth birthday and to the Nursery class at the beginning of the Autumn term before their fourth birthday. Parents may request that their school place be deferred until later in the school year and if they do this a place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also

request that their child attends on a part time basis until the child reaches compulsory school age.

m. **In year admissions** : Application for in-year admissions should be made through Salford Local Authority Admissions. If there is more than one application for a place available, the criteria above will apply.

n. **Nursery Admissions**: Application for admission to the Nursery Class should be made to the school. There are 26 full time allocated places in Nursery. A place in the Nursery does not guarantee a place in the Reception class the following year. A separate application must be made for both Nursery and Reception places. The above criteria and procedures are followed for Nursery admissions with the exception of appeals. There is no right of appeal for Nursery admissions to the school.

o. **Fraudulent Applications**: Where the Local Advisory Board discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (e.g. a false claim to residence or involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the Local Advisory Board is required to withdraw the offer of a place. However, LAB members must consider the length of time the child has been at the school i.e. less than one term. The application will be considered afresh, and a right of appeal offered if a place is refused.

If you need any help with the admissions process, please ask at the school office or call 0161 850 2455.