



Admission Policy

Policy Updated	Admission For September 2024
Policy Agreed	September 2023
To be Reviewed	September 2024
Written by	Admissions Committee

ST MALACHY'S SCHOOL MISSION STATEMENT

- ❖ St. Malachy's is a Catholic School where we will all do our best to do the work of Jesus.
 - ❖ We will study, pray, play and celebrate together.
 - ❖ We will care for each other and look after each other, just like a big family.
- ❖ It is important to remember that we are all good and clever in different ways.
 - ❖ We will learn important lessons that will help us when we are grown up.
 - ❖ In our school it will be fun and we will strive to make it a safe place.

ADMISSION POLICY 2024-25

St.Malachy's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Manchester Local Authority as a voluntary aided primary school. The school's governing body is the admission authority and is responsible for taking decisions on applicants for admission. The Governing Body's planned admission number is 30.

Admission to the school will be made by the governing body in accordance with the stated parental preferences it received subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

Supplementary Form

1. Baptised Looked After Children and previously Looked After Children.
2. Baptised Roman Catholic children who have a sibling in St. Malachy's School at the time of admission and resident in the parish of St. Malachy's. Evidence of a Catholic Baptism is required.
3. Baptised Roman Catholic children resident in the parish of St. Malachy's. Evidence of a Catholic Baptism is required.
4. Other baptised Roman Catholic children who will have a sibling attending the school at the time of admission who are resident in another parish. Evidence of a Catholic Baptism is required.
5. Other Baptised Roman Catholic children who are resident in another parish. Catholic Baptism is required.
6. Non Catholic Looked After Children and previously Looked After Children
7. Exceptional Needs.
8. Non Catholic children who have a sibling in School at the time of admission.
9. Other children.

PRIMARY NOTES

- a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: Chair of governors, parish priest and headteacher.
- b) 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.
- c) Parents must complete a common application form and express three 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.
- d) Supplementary Form

The supplementary form must only request information relating to the fact of baptism. Any further information usually collected by the school should be requested on admission.

- e) Reception parents will be informed of the governors' decision by Manchester LA in April. An offer of a place does not guarantee a place for brothers and sisters in subsequent years
- f) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- g) Parents should check carefully whether they are resident within the parish boundaries of St. Malachy's.
- h) All applicants resident in the parish of St. Malachy's will be required to provide proof of address.
- i) 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.
- j) 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 sources/s the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services.
- k) Special Needs
If a child has a statement of special needs naming a specific school there is a duty for the school to admit the child.
- l) 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 by the nearest, safest walking routes from the front door of the house to the main entrance door of the school. This will be digitally measured using the LA System (where it operates, otherwise please state how it will be measured).
- m) Where a child lives with parents with shared responsibility, each part of the week the 'home' Address will be determined as being where the child resides for the majority of the school week.
- n) The term 'brothers and sisters' will be taken to include step brothers and sisters. 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 size of 30 children.

- o) If the school is oversubscribed, a waiting list will be maintained. This will be ordered according to the admission over-subscription criteria.
- p) Late applications will not be considered in the initial allocation of places. They will be dealt with after initial offers have been made. 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.
- q) Parents are asked to read and confirm receipt of the Governors' published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- r) 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. The outcome of the appeal is binding on the parents and on the governing body.