

## SCHOOL ADMISSION POLICY NOTES

- a) All applicants will be considered by the Admissions Committee of the Governing body during the Spring Term, (under the co-ordinated scheme of Rochdale Local Authority) prior to the September admission.
- b) Each Catholic applicant will be required to produce a Catholic baptismal certificate.
- c) Parents should check within which parish they and the applicant child are resident. The Catchment area of the school is: "From the point where Rochdale- Manchester boundary meets Wince Brook river, east along the Wince Brook to the point opposite Greenson Drive on River Irk, by a bee-line to Hall Drive, Alkrington Hall Rd North, Manchester New Rd (A664), east along Mount Rd (southern side of the Road), along Roundthorn Rd in a straight line to and then south along Wince Brook to and then south along Rochdale - Oldham boundary; then Rochdale - Manchester District boundary to where it meets Wince Brook. A map illustrating this catchment area of St Thomas More is available for inspection at the school
- d) All applicants will be required to provide proof of address, by supplying an original utility bill (within the last 3 months) and photo ID. If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. Governors define this as the shortest walking distance taken from the main gate of the school to the centre point of the applicant child residence using a safe lit paved path / pavement. (This is calculated using the LA computer system SCANA). In the event of a tie-breaker, a random lottery will be carried out in a public place.
- e) It is the duty of Governors to comply with regulations on class size limits at Key Stage 1. The Governing Body may exceed the regulations for twins, siblings in the same year group and children from multiple births where one of the children is the 30<sup>th</sup> child admitted to the class.
- f) 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 20 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.
- g) A waiting list for children who have not been offered a place will be kept and ranked according to the Admissions Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
- h) Admission arrangements to the Reception class are separate to those for 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.
- i) For 'In Year applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. Direct application to the school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied. Late applications will be treated as per the arrangements published by the Local Authority.
- j) The home address is the address of the parents/carers and their child. That is taken to be the address of the parent where the child spends the greater amount of nights, even if he or she lives at a different address for some days of the week.
- k) For rented property to be considered as the child's permanent home, a copy of the signed tenancy agreement, for not less than 12 months covering the date that your child will be admitted to the school.
- l) Members of staff who wish their children to be admitted at St Thomas More School must have a permanent contract and be employed at the school for at least two years at the time of admission.
- m) A Looked After child who is (a) in the care of the Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.