Admissions Policy

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Policy Created by;	L.Ball
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UNCRC (United Nation Convention of the Rights of a Child) Articles included in this policy;	1, 2, 3, 4, 5, 6, 12, 15, 16, 17, 23, 24, 28, 34, 36 and 39

Our Mission Statement

Together we grow in faith, knowledge and love.

Together we show respect, kindness and confidence.

Together our community shines.

Our Mission Statement highlights the power of unity and shared values in fostering growth and positive relationships within a community. At St Anne's we work together with respect, kindness and confidence to truly make a difference. We aim to meet the needs of every child through a challenging, enriched curriculum. Providing a safe, secure and stimulating learning environment. We know when we come together our community thrives and shines

1. Aims
2. Legislation and statutory requirements
3. Definitions
4. How to apply for a Nursery school place
5. How to apply for a Reception school place
6. In-year admissions
7. Allocation of places: PAN and over subscription criteria
8. Appeals
9. Notes

1. This policy aims to:

-Explain how to apply for a place at St Anne's RC Primary School
-Set out the school's arrangements for allocating places to the pupils who apply
-Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements:

This policy is based on the following advice from the Department for Education (DfE):

School Admissions Code 2021
School Admission Appeals Code

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

3. Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children:

Children who, at the time of making an application to a school, are:

In the care of a local authority, or being provided with accommodation by a local authority in exercise of its social services functions, Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002

- Became subject to a child arrangements order

- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

Compulsory school age:

A child reaches compulsory school age on the prescribed day following his or her fifth birthday. The prescribed days are 31 December, 31 March and 31 August.

Baptised Roman Catholic:

A valid Roman Catholic Baptismal Certificate must be presented to the school. If a certificate is not presented the application will be treated as not being for a Catholic child. 'Catholic' means:

-Holding a certificate of Baptism signed by a Priest of the Roman Catholic Church;

- Holding a certificate of Reception of baptised Christians into the Roman Catholic Church

Sibling:

A sibling is defined as a brother or sister attending St Anne's school when the applicant will take up the place and living at the same address. This includes adopted siblings, step siblings and foster children; Siblings who are in a nursery class of the primary school will not give the applicant a sibling priority.

4. Nursery places for September 2026

To apply for a nursery place please collect an application form from the school office. The deadline to complete the application is 6th March 2026. Following this you will receive a letter to arrange a home visit before a school place is offered to your child. Once a place has been offered you have two weeks to accept or decline the place. If there is no response the place will be offered to the next family awaiting a school place.

Please be aware that admission to the nursery does not guarantee admission to the Reception class. A new application will need to be completed. This application form is found on the Manchester City Council website.

5. Reception Places for September 2026

All parents/carers are required to apply to their home Local Authority regardless of where the school/academy they are applying is situated. Manchester residents will apply to Manchester Local Authority. Manchester Local Authority will inform parents/carers in writing of the outcome of their application. Applications for a Reception school place must be submitted by January 15th 2026.

In addition to applying to the Local Authority, our St. Anne's admission policy requires that applicants are to complete a St. Anne's Admissions Form to supplement this. This is available at our school office.

If applying for a Reception place, please follow the link below to complete the application form to Manchester City Council:

https://www.manchester.gov.uk/schools-education-and-childcare/school-admissions/primary-school-admissions/how-to-apply

If applying for a Reception place and your child has an Education and Health Care Plan (EHCP) please use the following link to submit your application form to Manchester City Council:

https://www.manchester.gov.uk/schools-education-and-childcare/special-educational-needs/apply-for-a-school-place-for-september-2026-ehcp-pupils

6. In Year Admissions

If applying for year groups Reception -year 6, please follow the link below to submit your application form to the Manchester City Council:

https://www.manchester.gov.uk/schools-education-and-childcare/school-admissions/primary-school-admissions/how-to-apply2

Completed forms can be sent to:

School Admissions

PO Box 532

Town Hall Extension

Manchester

M60 2LA

7. Allocation of places:

Published Admission Numbers (PAN)

A Published Admission Number (PAN) is the number of places a school has in the year of entry. Places will normally only be offered up to the published admission number. A child cannot be refused admission to the normal year of entry on the grounds of prejudice to the provision of efficient education and efficient use of resources unless the published admission number has been reached.

Outside of the year of entry, it is expected that the PAN will continue to be applied. However, if circumstances at the school/academy have changed since the year of entry, a place may be refused even if the admission number has not been reached.

St Anne'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. Our school's governing body is the admission authority and is responsible for taking decisions on applicants for admission. For the school year commencing September 2026, the Governing Body has set its admissions number up to 60 pupils (30 pupils per class) for Reception through to year 6 and set at 40 for the Nursery class.

Admission to the school

Nursery admission:

If there are fewer than 40 applications, all applicants will be offered a nursery place following a home visit. If there are more than 40 applicants the admissions team will follow the over subscription criteria to allocate places. All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

Reception admission:

If there are fewer than 460 applications, all applicants will be offered a reception place following a home visit. If there are more than 60 applicants the admissions team will follow the over subscription criteria to allocate places. All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

In year admissions:

If there are available places in a class then a child will be admitted to the school following an application for a place, the completion of the school's application form and an admissions meeting in school with a member of the admissions team. A decision regarding an application for a school place will be made within 15 school days. All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

Admission outside of normal age group:

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

-Parents' views

-Information about the child's academic, social and emotional development

-Where relevant, their medical history and the views of a medical professional

-Whether they have previously been educated out of their normal age group

-Whether they may naturally have fallen into a lower age group if it were not for being born prematurely

-The headteacher's views

If the admission of a further child would prejudice the provision of efficient education or efficient use of resources within a year group then a refusal of a place may be given. Written reasons for this refusal would be provided within 15 school days of the application.

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

Over subscription criteria:

If there are fewer than 60 applications (or 40 for the Nursery), all applicants will be offered places. The oversubscription criteria will be applied to all applicants where there are more applicants than places available.

All applicants will be placed in a priority order determined by the oversubscription criteria. Places will be offered to the applicants with the highest priority until all places at the school have been offered. Children whose Education Health and Care plan names the school will be given priority.

1. Looked after children and previously looked after children, including children adopted overseas. (Baptised or not Baptised)

2. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school;*

3. A sibling of a child who has been placed in the school's specialist provision

4. Baptised Catholic children, resident of St Anne's Parish and have a sibling in the school at the time of admission. (this does not include a child in Nursery)

5. Baptised Catholic children resident in the parish of St Anne's

6. Other baptised Catholic children with a sibling in the school at the time of admission (this does not include a child in Nursery)

7. Other children who have a sibling in the school at the time of admission.

8. All remaining applicants.

*It is strongly recommended that a written application is submitted in advance of the normal admissions timetable. This includes children with an EHCP that names our school. All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated. If a child has a disability, families are to ensure that all necessary documentation is shared with the school as part of the admissions process. Following on from this there will be a home visit by the SENDCo and admissions team to ensure that needs are met and reasonable adjustments are made.

Within each category applicants will be prioritised according to the distance between the child's permanent address and the school. Distance will be measured in a straight line from the centre point of the child's permanent home address to the centre point of the school as defined by Local Land and Property Gazetteer (LLPG), with those living closer to the school receiving higher priority.

Category 2 - Exceptional medical/social needs

-A panel of Local Authority officers will consider Category 2 applications on behalf of the Director of Children's Services.

- If a parent has chosen a particular school because the child has exceptional social or medical circumstances or the parent is disabled, this should be indicated with the reasons for choosing the school. Parents must also provide a letter from a doctor or social worker as supporting evidence. The LA will then send a category 2 application form allowing the parent to state in full the exceptional social/medical reasons why the child should attend this school.

- If supporting evidence is not supplied with a category 2 application the application will be refused.

Tie Break:

-In the case of 2 or more applications that cannot be separated by the over subscription criteria outlined above, the school will use the distance between the school and the child's home as a tie breaker to decide between the applicants. Priority will be given to the children who live closest to school. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

- Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

Waiting Lists

Waiting lists will be held in criteria order according to the oversubscription criteria. Waiting lists will not be operated on a "first come, first served" basis. The amount of time an applicant is on a waiting list will not affect their position on it.

For In Year applications, waiting lists will be held for the term in which the application was made. At the end of the term all applicants will be contacted to be asked if they wish to remain on the school's waiting list. Details of the waiting list process will be on the application forms and on the offer letters sent to applicants.

This Admission Policy will have the full agreement of Salford Diocese and the governors of St Anne's RC Primary School and will follow all relevant procedures for consultation.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal by filling out the application form on the following website:

https://www.manchester.gov.uk/schools-education-and-childcare/school-admissions/school-place-appeals

We participate in Manchester LA's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

9. Notes

a) All applicants will be considered at the same time and after the closing date for admissions

b) "A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the case of a local authority or (b) being provided with accommodation by them in the exercise of their social services 6 functions (e.g. children with foster parents) at the time of making the application to the school. "A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangement order or special guardianship order. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted"

c) For a child to be considered as a Catholic evidence of a Catholic Baptism or Reception into the Catholic Church is required. Written evidence of Reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a subsection of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception. The Governing Board will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of Reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Reception. Those who have difficulty obtaining written evidence of Baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the Parish Priest who, after consulting with the Episcopal Vicar of Education or officers of the DDFE will decide how the question of Baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

d) Before accepting an application for a place in school, the school requests that proof of address is shown. This would be in the form of a utility bill, council tax or benefits letter. The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to Baptism, sibling connections or place of residence.

e) Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.

f) It is the duty of governors to 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 in-year applicants who are 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.

g) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. If the distance is the same for two or more applicants where this would be the last place/s to be allocated, a random lottery will be carried out in a public place.

h) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or 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.

i) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.

j) For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places, then the published oversubscription criteria will be applied.

k) If a child is a "summer born child", parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the Headteacher.

l) Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.

m) Requests for places in school will be responded to within a maximum of fifteen school days. This will be a response as to whether a place will be offered. These will be considered by at least two school governors supported by a member of staff from school. Written reasons for the decision taken will be recorded.

n) If an application for admission has been turned down by the Governing Body, parents can appeal to an Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties. The Appeal Panel will consist

of at least two governors from the school who were not part of the decision process to reject the application for a school place. The Appeal Panel will be held no more than fifteen days following the receipt of the appeal in writing. The date of receiving the appeal will be acknowledged by the school in writing.