



SCHOOL ADMISSIONS POLICY

2026-2027

St. Vincent's is a Catholic Primary School in the trusteeship of the Diocese of Salford. It is maintained by St Teresa of Calcutta Catholic Academy Trust. The school's Governing Board is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school year commencing September 2026, the Governing Board has set its planned admissions number at 45.

The Catholic Faith and the Teachings of the Roman Catholic Church have an essential role in school life and influence every aspect of the curriculum. We ask all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for and be considered for a place at St Vincent's.

Admissions to the school will be determined by the Governing Board. Parents must complete the Local Authority online Common Application Form, see link below;

<http://www.rochdale.gov.uk/schools-and-education/school-admissions/primary-admissions/Pages/how-to-apply-for-a-primary-school-place.aspx>

This is only relevant for Rochdale-resident children. Parents of pupils residing outside Rochdale Local Authority who wish to apply for a place at St Vincent's are advised to apply to their home LA and name St Vincent's RC as one of their preferences.

Any applications received after the closing date will be considered after the notification date to parents, which is the 16th April. This may mean that late applications will not receive an offer from their preferred school.

If there are fewer than 45 applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

Oversubscription criteria

1. Baptised Catholic Looked After Children and Baptised Catholic previously Looked After Children
2. Baptised Catholic children who will have a sibling attending the school at the time of admission and resident in the parish of St. Vincent's.
3. Other Baptised Catholic children who are resident in the parish of St. Vincent's.
4. Other Baptised Catholic children who have a sibling attending St. Vincent's at the time of admission and resident in another parish.
5. Other Baptised Catholic children resident in another parish.
6. Other Looked After Children and previously Looked After Children.
7. Other children who have a sibling attending St. Vincent's at the time of admission.
8. Other children.

If, in any category, there are more applications than places available, priority will be given on the basis of proximity to school. This will be determined by the nearest, safest walking route from the easting and northing co-ordinates of the home address as taken from the Local Land and Property Gazetteer house to the main school gate of the school. This will be digitally measured using the Local Authority computerised GIS measuring system.

Notes for Applicants:

- a. All applications will be considered at the same time and after the Local Authority closing date for admissions which is 15th January 2026. Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.
- b. A Looked After Child is a child who is (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 (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. **Included in this definition are those children who appear to the Governing Board to have been in state care outside of England and who 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 sub-section 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 Delegate will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with Canon Law.

- d. 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.
- e. 'Sibling' is defined in these arrangements as full, half or stepbrothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. Children who have not been offered a place will be kept on a waiting list and ranked in accordance to the admission criteria. Parents can request that their child is removed from the waiting list at any time. 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

- g. 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.
- h. If an application for admission has been turned down by the Governing Board, parents may appeal to an Independent 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 the Governors.
- i. The Governing Board reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- j. 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 in the case of excepted children. Refer to the link below for further details regarding Admissions.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001050/School_admissions_code_2021.pdf
- 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 Admission Authority.
- l. Parents may opt that their child attend school part-time until he/she reaches his/her fifth birthday.
- m. By virtue of Section 324 of the Education Act 1996, the Governing Board must admit a child with an Education, Health and Care Plan that names St Vincent de Paul Primary School. As such, these children will be offered a place before any other applications are considered.