

ST. EDMUND'S R.C. PRIMARY SCHOOL
NURSERY AGE GROUP ADMISSION POLICY AND ARRANGEMENTS 2025-26



St. Edmund's R.C. Primary School is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by Manchester Local Authority and is a voluntary aided school. The governing board is the admissions authority and is responsible for taking all decisions on applications for admissions.

For the school's year commencing September 2025, the governing board has determined that the number of children to be admitted in each Nursery Age Group will be 30.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires 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 a place here.

Admissions to the Nursery Age Groups will be determined by the governing board on a full time basis. Parents must complete an application form which is available from the school.

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

1. Baptised Roman Catholic Looked After Children, Baptised Roman Catholic previously Looked After Children and Looked After Children adopted from overseas.
2. Baptised Roman Catholic children resident in the former parish of St Edmund's.
3. Other baptised Catholic children who have a sibling in the school at the time of admission.
4. Other baptised Catholic children.
5. Looked After Children and previously Looked After Children.
6. Baptised Catholic children of members of staff who have been employed at the school for two or more years at the time the application is made or the member of staff is recruited to fill a vacant post where there is a demonstrable skill shortage as identified by the governing board.
7. Other children who have a sibling in the school at the time of admission.
8. All remaining applicants.

If it is not possible to offer places for all applications within any criterion above, priority will be given on the basis of age with older children having priority. In the event of birth dates being the same for two or more applicants, where this would determine the last place/s to be allocated, a random lottery will be carried out in a public place and the required number of names will be drawn out.

Notes for Applicants:

- a. All Nursery Age Group applications will be considered at the same time and after the closing date for admissions which is the last day of the Spring 1 Term (February 2024). 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. All applicants will be required to produce a full birth certificate. Children born overseas should also produce a passport.
- 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. 'Sibling' is defined in these arrangements as full, half or step brothers 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.
- g. 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.
- h. 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.
- i. No appeals may be made against any decision for entry to the Nursery Age Group.
- j. The governing board reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- k. Please note that admission to the Nursery Age Group:
 - Does not guarantee a place in the Reception class;
 - Does not guarantee a place for brothers and sisters in subsequent years.