

# St Luke's RC Primary School

## Admissions Policy



**“At St. Luke’s School we follow the example of Christ by being God’s disciples here on Earth. We strive to be the best that we can be, to do the best that we can do and to make God proud.”**

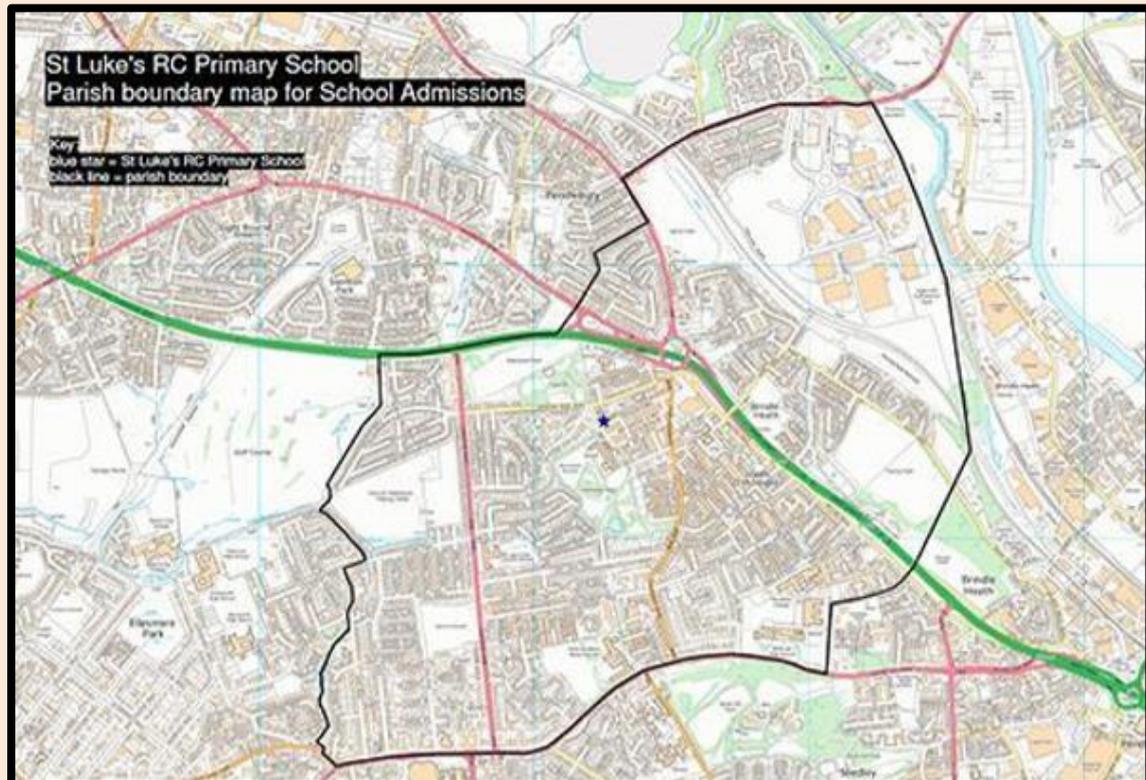
<b>Policy Number</b>	6
<b>Target Audience</b>	All staff and parents
<b>Approving Committee</b>	Admissions Committee
<b>Last Review Date</b>	Autumn 2025
<b>Next Review Date</b>	Autumn 2026
<b>Policy Author</b>	Mrs C.M Kerrane

<b>Version Control</b>			
<b>Version No</b>	<b>Date Approved</b>	<b>Reviewed By</b>	<b>Changes</b>
V1	Autumn 2019	Mrs Kerrane Mrs Bullough	New policy
V2	Autumn 2021	Mrs Kerrane	Parish name change
V3	Autumn 2022	Mrs Kerrane	Review Date
V4	Autumn 2023	Mrs Kerrane	Review Date
V5	Autumn 2024	Mrs Kerrane	Review Date
V6	Autumn 2025	Mrs Kerrane	Change from Looked after Child to Cared for Child

## Introduction

St Luke's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Salford 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. For the school year commencing 2025/2026 the governing body's planned admission number is 60.

Map showing St Luke's RC Primary School catchment area, including part of the St Peter and Paul Diocesan Boundary.



### Admissions

Admission to the school will be made by the governing body in accordance with the stated parental preferences it receives 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.

The governors will admit all children who have an Education Health and Care plan of special educational needs in which the school is named.

The remaining places will be prioritised on the basis of the following criteria:-

1. Baptised Roman Catholic Cared for Children and previously Cared for Children.
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in the catchment area of the school.
3. Other baptised Roman Catholic children who are resident in the parish of Our Lady of Hope.
4. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in another parish.
5. Other baptised Roman Catholic children resident in another parish.
6. Other Cared for Children or previously Cared for Children.
7. Other children with a brother or sister attending the school at the time of admission.
8. Other children.
9. A brother or sister is defined as a natural brother or sister, or stepbrother or sister, or foster / adopted brother or sister who live in the same household and which is the child's genuine main residence.

### Oversubscription

In the course of allocating places for children within 1 to 8 of the above criteria, it is possible that the school's admission number will be reached before all the children within that criterion have been allocated places. If that happens all of the children within that criterion (but not children in higher criteria whose places will be assured) will be ranked according to distance from the school. Priority is given to children who live nearest the school. The distance is measured along a straight line between the home address and the school. The Local Authority using a Computer Package will carry out this exercise.

In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

### Residence

The parents/carers address is considered to be child's parents/carers genuine principal place of residence for the child at the time of allocation of places. All applicants will be required to provide proof of address, by supplying an original, up to date, utility bill or family credit book.

In the event of shared custody arrangements the home address will be defined as the address to which child benefit is paid. Evidence of this would need to be provided.

### Notes

- All applicants will be considered at the same time by the admissions committee after the closing date for admissions.
- Parents must complete the common application form (CAF).
- Each Roman Catholic applicant will be required to produce a Roman Catholic Baptismal certificate with their original application.
- Parents/carers should check carefully whether they are within the parish boundaries of Our Lady of Hope. To do so contact the school or resident parish.
- If an applicant for admission has been turned down by the Governing Body, parents / carers 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 two working days after posting by first class post. The parents/carers must give their reasons for appealing in writing. The decision of the Appeals Panel is binding on the Governors and the parents / carers.
- Admission arrangements to the Reception class are separate to those for the Nursery. Attendance at the Nursery does not give a child any guarantee of priority when it comes to consideration by the Governors of applicants for admission to the Reception class.
- 30 places are available in the Nursery

### Late Applicants

Any application received after the closing date but before the offer of places will be deemed late and will only be considered after those received on time irrespective of category. The offer of a place will be decided in accordance with the published admission criteria. Any application received after the allocation of places will be considered as they are received.