ST. AUGUSTINE'S CE PRIMARY SCHOOL

ADMISSIONS POLICY

Date approved: 9th July 2026

*Date for revision: July 2027

Responsibility: Directors

Approved by the Directors

Signature of Chair_____

*Subject to any relevant changes in legislation or other appropriate guidelines

1. INTRODUCTION

St. Augustine's Church of England School is a Voluntary Aided School in the Diocese of Manchester. Admissions to an Aided school are the responsibility of the Governors, in liaison with the Diocesan Board of Education and the Local Authority (Salford Council). Responsibility for admissions is delegated to the Admissions Committee.

2. ADMISSIONS ARRANGEMENTS

The school's published admission number agreed for admission to the Reception Class is 30. If no more than 30 applications are received for admission to the Reception Class, all applicants will be offered places. Children will be admitted to the Reception Class at the beginning of the Autumn Term before their fifth birthday. The admission number for the Nursery Class is 26. Children will be admitted to the Nursery Class at the beginning of the Autumn Term before their fourth birthday.

The Governors will admit all children having a Statement of Special Educational Needs in whose statement the school is named.

When the number of applications received is greater than the number of remaining places available, the decision on which children will be admitted will be based on the following criteria, which will be applied in the order of priority set out below:

1	Children in public care and previously looked after children. This includes any "child looked after", previously "looked after child", and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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. This criteria also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2	Other children who are considered as "vulnerable" whose application for the school is supported by the Children's Services Department. This will include; i. children for whom there is a child protection plan or has been within a 12 month period ii. children who have had a period in care within 2 years of the admission application and are still receiving social care services.

	iii. children who are considered to be at significant risk of becoming looked after. iv. children who are living in temporary accommodation due to fleeing violence and the area for rehousing has been identified.
3	Children who will have older sibling(s) in years Reception to Year 6 of the school at the time of application and date of admission. Sibling includes full, step, half, foster and adopted brothers and sisters living at the same address.
4	Children who have strong Church connections. Parents must complete the supplementary form A attached to the application form as evidence that the family and the child are active worshipping members at the church to which the school is affiliated. Supplementary form B must also be completed by the vicar/designated church officer in order to verify the application. St Augustine's CE Primary School is affiliated to St. Augustine's Church of Swinton and Pendlebury along with St Peter's Church in Swinton and All Saints' Church in Wardley Active worshipping members of the church will be those persons who worship at least once a month sustained over a period of a year prior to the closing date for applications.
5	Children who suffer from a medical condition or disability, or specific social need which makes it, better for them to attend this school rather than another. Places will only be offered under this criterion (medical) if the child has a certified medical condition with strong professional supporting evidence confirming that the condition exists. Medical evidence must be provided at the time of the application. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.
6	Any other children, with priority given to those living nearest to the school (See geographical proximity (Where you live) tie-breaker below)

Tie-breaker

If the school is oversubscribed in any of the above categories, geographical proximity will be used as the tie-breaker. The distance will be measured in a straight line using Routefinder, a computerised mapping system which measures from the point on the highway nearest to the centre of the home property and the designated main entrance to the school.

Final Tie-breaker

If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

Children from multiple births

Where a single place remains at a school and the application being considered is for twins (etc.) Salford Council will allocate places to all those children. If places for both (all) siblings cannot be offered where the class size limit of 30 has been reached Salford Council will use random allocation to allocate the remaining place(s). This may apply also to siblings who are in the same year group.

Applying for places

Applications for places in Reception in the normal admissions round each year must be made on the local authority's online application portal. Details of all the applications made will be forwarded to the school by the local authority.

In addition to the local authority form, please complete and return the Supplementary Information Form A (SIF) if you wish your child to be considered for entry under the faith-based criterion (criterion 4 above.)

Waiting list

Where we have more applications than places, the oversubscription criteria will be used to determine the allocation of places. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the oversubscription criteria. Since the date of application is not one of the oversubscription criteria, it cannot be a criterion for the order of names on the waiting list, and late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be

offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until 31st December at the end of the autumn term following admissions in September.

Appeals

Where the governors are unable to offer a place because the school is oversubscribed, parents will be informed of the reason why admission was refused and of their right to appeal to an independent admission appeal panel.

Parents wishing to appeal can make that appeal through the LA online admissions appeals portal.

Deferred Admissions

Children are entitled to a full-time place in school in the September following their fourth birthday. Once they have been offered a place at the school, the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Where parents wish, children may attend part-time until later

in the school year but not beyond the point at which they reach compulsory school age.

Non-routine/in-year admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as in-year or non-routine admissions. Parents wishing their child to attend this school may arrange to visit the school. They will be asked to complete an application form and will be offered a place by the governors if one is available. The LA will be informed of the offer of a place once it has been accepted. If there is no place available in our school then the applicant will be informed in writing, together with the LA, and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address,

e.g. exchange of contracts or tenancy agreement with rent book. For children of UK Service personnel and other Crown Servants returning to the area proof of posting is all that is required. Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

SUPPLEMENTARY FORM FOR PARENTS APPLYING FOR ADMISSION INTO

ST AUGUSTINE'S CHURCH OF ENGLAND PRIMARY SCHOOL IN SEPTEMBER 2026

Supplementary Form A – To be completed by Parent/Guardian

Child's surname …… Christian or First names……

Child's date of birth……

Name of
parent(s)/guardian(s)…….....

Address……

……

Post code……

Daytime contact telephone number……..

Siblings: The name of any older brother or sister who will still be attending the school at the date of admission of the younger child.

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<u>Strong Church connections:</u>

Does the above named child and a family member attend public worship at one of the following affiliated Churches:

St. Augustine's Church, Pendlebury;

St Peter's Church in Swinton; and

All Saints' Church in Wardley

YES/NO?

Name of Church the child and a family member regularly attend:

……..…….....

Address……

.....……

Post Code…….

Name of vicar/minister/designated church officer:

…….

Address……

……

Post Code……. Telephone number …….

Worship attendance:

Has the above named child and a family member attended public worship at the above named Church at least once a month for at least the year immediately prior to the date of application?

YES/NO

Your Church will be contacted in order to verify this information.

Signed ……Parent/Guardian
Date…….

Supplementary Form B – Verification from Vicar/Minister/Designated Church Officer

Child's surname ……

Christian or First names ……..……

Child's date of birth…….

Name of parent(s)/guardian(s)

…….....

Address……

……

Post code……

Telephone number……

Place of worship the child regularly attends:

……

Address……

Post code ……

Name of vicar / minister / designated church officer

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Address……

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Post code ……..

Telephone number ……