

The Community of Saints Church of England Federation



School Admissions Policy *(R to Y6)*

St James' and St Philip's are situated in the Diocese of Manchester and are maintained by Manchester Education Authority. Both are Voluntary Aided schools and, as such, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions to each school.

For the school year commencing September 2025/26 the Pupil Admission Numbers (PAN) for entry is:

- St James': 30 places
- St Philip's: 30 places

Admission to each school will be made by the Governing body in accordance with the stated parental preference, subject to the following set of admissions criteria forming a priority order where there are more applications for admission than the school has places available.

All applicants will be considered at the same time and after the closing date for admissions. Claims made on the application form will be verified.

The governors will admit all children having a statement of special educational needs or an Education, Health and Care Plan (EHCP) in which the school is named. If no more than 30 applications for admission to the Reception Class are received, all applicants will be offered places. In the event of oversubscription for the remaining places (after the admission of children having a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement or EHCP the school is named) they will be allocated by the following criteria applied in order.

1.	Children in public care and previously looked after children. (See note [a] below).
2.	Children whose medical or social circumstances mean that their needs can only be met at this school. (See note [b] below)
3.	Children who will have an older brother or sister attending the school that is being applied to at the time of their admission. (See note [c] below)
4.	Children of staff at the school, where staff have been in employment at the school for at least two years.
5a. for admission to St James'	Children whose parent(s)/carer(s) regularly attend public worship at the Church of the Holy Innocents, Fallowfield. (See note [d] below)
5b. for admission to St Philip's	Children whose parent(s)/carer(s) regularly attend public worship at the Church of the Ascension, Hulme (See note [d] below)
6a. for admission to St James'	Children whose parent(s)/carer(s) live within the boundaries of the parish of Birch with Fallowfield and regularly attend another Christian place of worship that is a member of Churches Together in Britain and Ireland.

6b. <i>for admission to St Philip's</i>	Children whose parent(s)/carer(s) live within the boundaries of the parish of Hulme: The Ascension and regularly attend another Christian place of worship that is a member of Churches Together in Britain and Ireland.
7a. <i>for admission to St James'</i>	Children whose parent(s)/carer(s) live within the boundaries of the parish of Birch with Fallowfield and regularly attend a place of worship of another faith tradition (eg mosque, synagogue) that is a member of the Inter Faith Network.
7b. <i>for admission to St Philip's</i>	Children whose parent(s)/carer(s) live within the boundaries of the parish of Hulme: The Ascension and regularly attend a place of worship of another faith tradition (eg mosque, synagogue) that is a member of the Inter Faith Network.
8a. <i>for admission to St James'</i>	Children whose parents/carers live within the boundaries of the parish of Birch with Fallowfield.
8b. <i>for admission to St Philip's</i>	Children whose parents/carers live within the boundaries of the parish of Hulme: The Ascension
9.	Other children living within Manchester whose parent(s)/carer(s) regularly attend another Christian place of worship that is a member of Churches Together in Britain and Ireland or regularly attend a place of worship of another faith tradition (eg mosque, synagogue) that is a member of the Inter Faith Network.
10.	Any other children, with priority given to those living nearest to the school being applied to (See note [e] below).

Notes:

- a) Children in public care and previously looked after children.
 - This includes any "looked after child", "previously looked after children" 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.
- b) Where admission is sought under exceptional medical or social circumstances criteria, professional supporting evidence, e.g. a letter from a doctor, psychologist or social worker, is essential. 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.
- c) 'Brother' or 'sister' includes full, step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.
- d) Regular attendance means a minimum of fortnightly attendance at church at public worship for at least the year prior to 1st September in the year before admission to the school. Evidence of regular attendance of the parent/guardian must be provided by a member of the clergy or other designated church officer on the Supplementary Information Form provided (Appendix A). Churches in membership of Churches Together in Britain and Ireland can be viewed at www.ctbi.org.uk and members of the Inter Faith Network can be viewed at www.interfaith.org.uk

- e) Where there are more applicants for the available places within category 7 (or any other category), then distance to the child's normal home front door from the main gate of the school in a straight line measured on a map using the Local Authority's computerized measuring system will be used as the determining factor. Nearer addresses having priority over more distant ones. The 'normal' home of the child will be taken to be the home in which the child sleeps for the majority of the school week.

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 there are children of multiple births wishing to be admitted and the sibling (brother or sister) is offered the final place the governors may admit over the published admission number if it is possible to do so, as these children are permitted exceptions to the infant class size limit.

Applying for places

Applications must be made on the local authority's application form, which must be returned to the local authority by the closing date. 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 school's Supplementary Information Form (Appendix A) if you wish your child to be considered for entry under the faith-based criteria (criteria 5, 6, 7 and 9) above.) The SIF should be returned to the school by the closing date for applications.

[The Church of England website](#) can be used to locate which parish you live in.

Late applications

Late applications for reception year will be considered only after all applications received before the closing dates have been determined. If places become available, the above criteria will be applied to late applications and any undetermined appeals.

Casual In-Year Admissions

The above criteria will be applied if casual vacancies arise during the school year and there are more applicants than places. The school participates in the local authority's arrangements for co-ordinating in-year admissions. Please contact the local authority for further information.

Deferred entry

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.

Admission outside the child's normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to reception rather than Year 1.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The Governing Body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Governing Body will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the Governing Body will set out clearly the reasons for their decision.

Where the Governing Body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and Governing Body must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The Governing Body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

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 should request an appeals booklet and a form from the Local Authority Admissions Team.** Parents will have the

opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

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 admissions criteria. Since the date of application is not one of the admissions 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 31 December at the end of the autumn term following admissions in September.

Appendix A – Community of Saints C of E Federation Admissions: Faith Information

Name of School being applied to:

Supplementary form (A) - (Parent(s)/Carer(s))

Name of child:

Surname First names

Date of birth Boy Girl

Name of parent(s)/carer(s)

Address.....

.....

Post code

Daytime contact telephone number.....

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

.....

Place of worship one of the parents / guardians regularly attends:

Name of place of worship

Address.....

Name of vicar / priest / minister / faith leader

Address.....

Post code Telephone

Worship attendance:

Has at least one of the child's parents attended public worship at least once a month for at least the year prior to 1st September in the year before admission to the school?

Yes No

Your faith leader will be contacted in order to confirm this information.

SIGNED.....Parent/Guardian

Supplementary Form (B) – Reference from Church Leader

Name of child:

Surname First names [L] [SEP]

Name of parent(s)/carer(s)

Address.....

.....

Post code

Telephone.....

Mobile.....

Place of worship one of parents / carers regularly attends:

Name of place of worship

Address.....

.....

Name of vicar / priest / minister / church officer

Address.....

.....

Post code Telephone

I confirm that the parent/carers named above has attended church at least monthly for the past year.

SIGNED..... Vicar/priest/minister/ church officer

DATE.....

OFFICIAL STAMP OF PLACE OF WORSHIP:

