

# *Sacred Heart RC Primary School*



*Headteacher: Mrs S. Walker*  
*Knutsford Road, Gorton, Manchester, M18 7NJ*  
*Telephone – 0161 223 0231 Fax – 0161 223 0367*  
[admin@sacredheart-jun.manchester.sch.uk](mailto:admin@sacredheart-jun.manchester.sch.uk)  
[www.sacredheartschool-gorton.org.uk](http://www.sacredheartschool-gorton.org.uk)



*‘Where Every Heart is Sacred’*

## **Admissions Policy 2017-2018**

### **Mission Statement**

**Our school community of Sacred Heart  
reflects the love that Jesus has for us.  
This creates a successful learning environment  
where we welcome people  
so they feel happy, settled and included.  
We honour each other and our school with pride.**



## Admissions Policy

Sacred Heart School is a voluntary aided Catholic school provided by the Salford Diocese and maintained by Manchester City Council Children's Services Department.

The Governing Body's planned admission number in September 2017 is 30 except in Reception and Year 1, 2 and 3 where the admission number will be 45 due to the planned year on year increase. Admissions are the responsibility of the school Governors acting in accordance with agreements reached with the Diocese and the Local Authority.

Admissions to the school, including the Nursery will be made by the Governing Body. The following documents will be required before applications can be processed:

Proof of address – a copy of a utility bill dated within the last 3 months.

A copy of the child's Baptism Certificate confirming Baptism as a Roman Catholic (only if wishing to be considered as a baptised Roman Catholic)

A letter confirming that the applicant is a practicing Catholic (only if wishing to be considered as a practicing Catholic)

All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of Admissions Criteria forming a priority order where there are more applications for admissions than the school has places available.

1. Baptised Roman Catholic Looked After Children and previously Looked After Children.
2. Practicing\* Baptised Roman Catholic children who will have a sibling attending the school at the time of admission and resident in the Parish of Sacred Heart and St Francis.
3. Practicing\* Baptised Roman Catholic children resident in the Parish of Sacred Heart and St Francis.
4. Practicing\* Baptised Roman Catholic children who have a sibling attending Sacred Heart at the time of admission and resident in another Parish.
5. Practicing Baptised Roman Catholic children whose parent has been a member of staff at the school for at least two years.
6. Practicing\* Baptised Roman Catholic children resident in another Parish.
7. Baptised Roman Catholic children who will have a sibling attending the school at the time of admission and resident in the Parish of Sacred Heart and St Francis.
8. Baptised Roman Catholic Children resident in the Parish of Sacred Heart and St Francis.
9. Baptised Roman Catholic children who have a sibling attending Sacred Heart at the time of admission and resident in another Parish.
10. Baptised Roman Catholic children resident in another Parish.
11. Other children who are Looked After Children and previously Looked After Children.
12. Other children who will have a sibling attending the school at the time of admission.
13. Other children.

### Practice in the Catholic Church is defined as:

Attending Sunday Mass on a regular basis. To prove practice parents must provide a supporting letter to the school from the Parish Priest confirming regular Mass attendance.

**PLEASE READ THE FOLLOWING NOTES CAREFULLY. IF YOU ARE IN DOUBT ABOUT ANY OF THE CRITERIA PLEASE CONTACT THE SCHOOL.**



- A. All applicants will be considered at the same time and after the closing date for admissions. Following the closing date of the applications to the Local Authority (LA) for a place at Sacred Heart RC Primary School, all applications are deemed to be late. All 'late' applications will be given equal preference according to the LA requirements and the School Admission Policy. All applications received prior to the submission date to the LA will be given equal preference.**
- B. A Looked After Child is (a) in the care of the Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 11 (1) of the Children Act 1989. A previously Looked After Child is one who immediately moved in from that status after becoming subject to an adoption, residence or special guardianship order.**
- C. Each Roman Catholic applicant will be required to produce a baptismal certificate confirming Baptism as a Roman Catholic.**
- D. Parents should check carefully whether they are resident in the parish boundary of Sacred Heart and St Francis. A map illustrating the boundary is available from the school office or church.**
- E. It is the governors' duty to comply with class size limit at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children.**
- F. If in any category there are more applications than places available, priority will be given on the basis of proximity to the school from the person's door to the main entrance to the school.**
- G. If an application for admission is turned down by the Governing Body, parents can appeal to the LA within 20 days of notification of refusal. The date of notification will be within 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.**
- H. Admission arrangements to the Reception class are separate to those of the Nursery. ATTENDANCE IN THE NURSERY DOES NOT GIVE ANY CHILD A GUARANTEE OF PRIORITY when it comes to consideration by the governors of applicants for admission to Reception.**
- I. Where a child lives with parents with shared responsibility, the home address will be that at which the child spends the majority of the working week (Monday-Friday).**
- J. Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.**
- K. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria.**
- L. For 'In-Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied.**
- M. Parents can request that the date their child, if below compulsory school age, is admitted to school is deferred to later in the school year or until the term when they reach compulsory school age.**
- N. The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.**