



**ST. TERESA'S R.C.  
PRIMARY SCHOOL  
IRLAM  
ADMISSIONS POLICY**

**For the academic year 2027-28**

**ST TERESA'S ROMAN CATHOLIC PRIMARY SCHOOL  
ADMISSION POLICY FOR 2027**

St Teresa's Roman Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its **academy company, St Teresa of Calcutta Catholic Academy Trust**, as part of the Catholic Church in accordance with its trust deed and **articles of association**, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with these admission arrangements.

The **academy company, St Teresa of Calcutta Catholic Academy Trust**, is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The admission authority has set the school's Published Admissions Number ("PAN") at **30** pupils to be admitted to the reception year in the school year which begins in September, **2027**.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

*Pupils with an Education, Health and Care Plan (see note 1)*

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

*Oversubscription Criteria*

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who have a sibling in the school at the time of admission.
3. Catholic children who are resident in the parish of St Teresa of Avila and St Joseph the Worker and living in the following catchment area: From the point where Astley Road crosses Wigan – Salford District boundary, S along Astley Road, Roscoe Road, Fairhills Road and by a bee-line to the Manchester Ship Canal. Then W along Salford – Trafford District boundary and N along Warrington – Salford District

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<sup>1</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

boundary and E along Wigan – Salford District boundary to the point where it crosses Astley Road. . (see notes 3&11)

4. Looked after and previously looked after children. (see note 2)
5. Other children who have a sibling in the school at the time of admission.
6. Other Catholic children.
7. All other children.

### **Tie Break<sup>2</sup>**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated **[on the basis of a straight-line measurement between the front door of the child’s home address (including the community entrance to flats) and the main entrance of the school] [using the local authority’s computerised measuring system.** In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Admissions to the Nursery Class**

Admissions to the Nursery class are explained in the School Prospectus and closely follow the LA arrangements. As from September 2014, the school became its own admissions authority for nursery applications. As such, all applications are made directly to the school and **not** on the online authority website. All applications are administered using the Admissions criteria stated above at the closing date of applications.

It has been agreed with Governors and Nursery staff that we will admit up to a maximum of 30 children into the Nursery, on the assumption that all Health and Safety requirements have been met.

When seeking a place in Nursery, time spent on the request list is not a criterion of admission.

On making an application to the school a detailed form will be filled in and you will be requested to supply supporting documents in the form of; Birth certificate, Baptismal certificate.

The closing date for the nursery applications is 15th January 2027 and places will be allocated on 16th April 2027. Parents will have two weeks to respond to the offer of a place. They will need to provide proof of residence at the given home address on the allocation date.

Unsuccessful applications will also be informed and there will be an option to remain on the School waiting list.

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<sup>2</sup> This paragraph may need to be amended depending on whether there are any local arrangements with the local authority.

Any requests received after the closing date will be treated as a late application and will be placed on the School waiting list in priority order according to the published admissions criteria.

There is no right to appeal for a Nursery place.

**The admission authority reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

Attendance in the Nursery does not guarantee a place in the Reception class.

### **Admissions to the Reception Class**

Admissions to the Reception class are explained in the School Prospectus and follow the LA arrangements. All applications are made online on the Salford authority website using the online application form - [www.salford.gov.uk/school-admissions-online](http://www.salford.gov.uk/school-admissions-online)

If online access is unavailable paper applications are also accepted.

All applications are administered using the Admissions criteria stated above at the closing date of applications. The online application requests that you list up to five schools in preference order.

It has been agreed with Governors that we will admit up to a maximum of 30 children into the Reception class, on the assumption that all Health and Safety requirements have been met.

The closing date for the reception applications is 15th January 2027 and places will be allocated on 16th April 2027. Parents will have two weeks to respond to the offer of a place. They will need to provide proof of residence at the given home address on the allocation date and also show an original copy of the Birth certificate and Baptismal certificate where applicable. This needs to be taken to the School Office. School will inform the authority of any child not taking up their offer of a place.

Any requests received after the closing date will be treated as a late application by the authority and will be placed on a waiting list in priority order according to the published admissions criteria.

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2027.**

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which

they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to **Mrs S English – [SEnglish@stteresassalford.stoccat.org.uk](mailto:SEnglish@stteresassalford.stoccat.org.uk)** at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

In year applications for all year groups should be made directly to the Local Authority. [www.salford.gov.uk/school-admissions-online](http://www.salford.gov.uk/school-admissions-online)

The authority will contact the school to request a school place. The published criteria for admissions will be followed. If there are places available but more applicants than places, then the published oversubscription criteria will be applied. A waiting list for children who have not been offered a place will be kept and will be ranked according to the admissions criteria. Each time a child is added to the list this will require the waiting list to be ranked again in line with the criteria – Priority will not be given to children based on the date their application was received.

### **In Year Fair Access Protocols**

Each local authority is required to prepare and agree with the majority of schools a 'fair access protocol' the purpose of which is to ensure that the most vulnerable and hard to place children (as defined in the protocol) requiring places outside the normal admissions cycle are offered school places as quickly as possible.

By virtue of section 96 of the School Standards and Framework Act, 1998, the local authority retains a very broad power to direct schools to admit what were in 1998

described as 'hard to place' children. The purpose of the protocol is to ensure that this power of direction is used fairly and according to agreed criteria. It must include arrangements for monitoring so it can be demonstrated that schools are being treated equitably.

It is therefore in the interests of schools to co-operate with the local authority in carrying out this challenging and sometimes controversial duty.

The Fair Access protocol is not required to take account of the faith designation of the school (although some do) or of class size legislation.

Governing boards must not refuse to admit a child thought to be potentially disruptive or likely to exhibit challenging behaviour.

The fair access protocol must not require a school automatically to admit another child with challenging behaviour to replace a child excluded from the school.

### **In-Year Applications**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. Application should be made **to the Local authority**.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

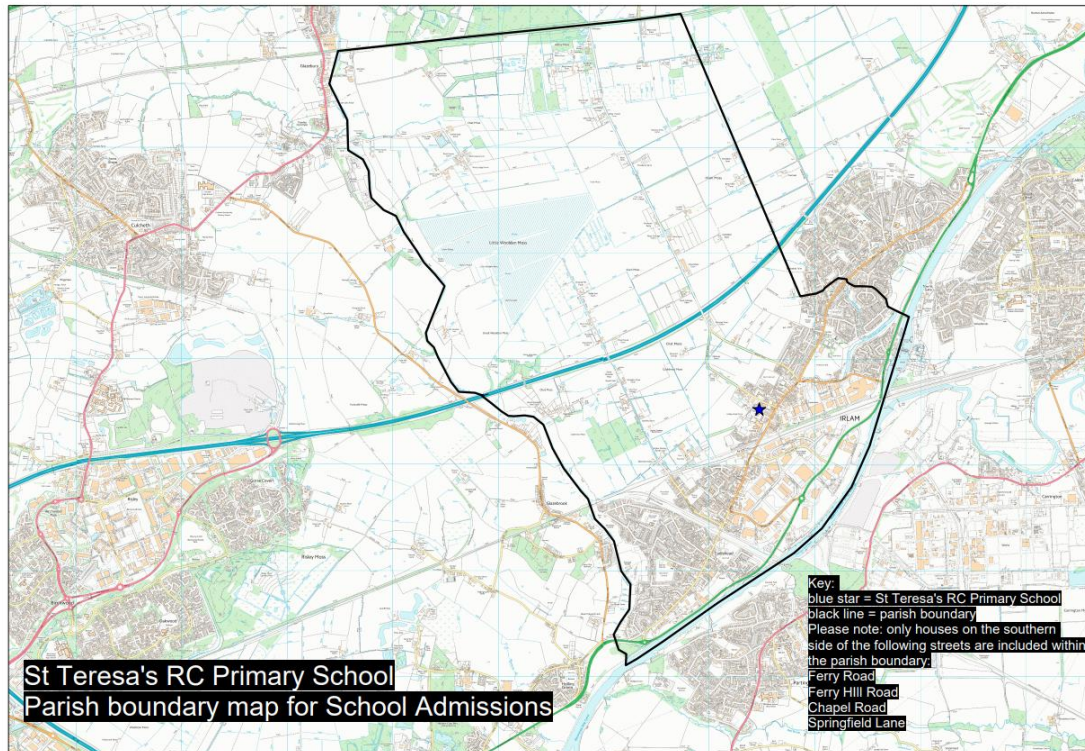
The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

**The admission authority reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**



For the purposes of this policy, deanery boundaries are as shown on the attached map and will be applied to the admission arrangements for September 2027.

The parish of St Teresa of Avila and St Joseph the Worker and living in the following catchment area: From the point where Astley Road crosses Wigan – Salford District boundary, S along Astley Road, Roscoe Road, Fairhills Road and by a bee-line to the Manchester Ship Canal. Then W along Salford – Trafford District boundary and N along Warrington – Salford District boundary and E along Wigan – Salford District boundary to the point where it crosses Astley Road. . (see notes 3&11)



[Layout](#)

**Notes for Applicants:**

- a) All applications will be considered at the same time and after the closing date for admissions which is 15 January 2027. 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 body) 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.

- a. The Governing Body 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.
  - b. 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 Director of Education or officers of the DDFE will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
  - c. After the closing date for admission, the LA will then notify schools of applicants. School will write to Parents/carers when they receive this notification to ask for proof of Baptism. Parents/carers will have two weeks to submit this written evidence. Two weeks after the request for evidence, the list will be re-ranked accordingly.
- d) 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.
- e) '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.
- f) A waiting list for children who have not been offered a place will be kept until the 31<sup>st</sup> December of the application year 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.
- g) For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. Applications need to be made through the Local Authority. If there are places available but more applicants than places, then the published oversubscription criteria will be applied.
- h) If an application for admission has been turned down by the Governing Body, parents may appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors. Please note that there are no appeals for Nursery places.



- i) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- j) It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 30<sup>th</sup> child admitted. This also applies to in-year applicants who are looked after/previously looked after, children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- k) Parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the Headteacher and Governing Body.
- l) Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.

**Useful Numbers :**

**St Teresa's RC Primary School 0161 777 8203**

**Salford Admissions 0161 909 6508<sup>3</sup>**