ADMISSIONS POLICY

St George's CE Primary School

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Policy owner	Salford City Council / Governing Body
Admission authority	Salford City Council
Approved by	Governing Body
Date approved	
Next review	September 2027

1. Introduction

St George's CE Primary School is a Voluntary Controlled Church of England primary school. Salford City Council is the admission authority for the school and is responsible for determining the admission arrangements, coordinating applications, allocating school places and arranging admission appeals.

This school policy explains how the admission arrangements apply to St George's. It does not replace Salford City Council's formally determined admission arrangements. Where there is any difference between this document and the local authority's determined arrangements, the local authority's published arrangements take precedence.

2. Aims and principles

St George's is an inclusive Christian school which welcomes children and families from all backgrounds. Our admissions arrangements are intended to be fair, clear and objective and to comply with the statutory School Admissions Code.

- applications will be considered in accordance with Salford City Council's determined admission arrangements;
- no child will be disadvantaged because of ability, disability, special educational need, race, religion or belief, sex or another protected characteristic;
- the school will work constructively with Salford City Council and families to support admission and transition;
- parents and carers will be directed to clear, current information about applications, offers, waiting lists and appeals.

3. Legal framework

This policy has regard to the School Standards and Framework Act 1998, the School Admissions Code 2021, the School Admission Appeals Code 2022, the Equality Act 2010 and relevant admissions regulations.

The School Admissions Code has the force of law. It requires admission arrangements and the criteria used to allocate places to be fair, clear and objective.

4. Admission authority and published admission number

Salford City Council is the admission authority for St George's because the school is Voluntary Controlled. The local authority's determined admission arrangements for community and voluntary controlled primary schools apply to St George's.

The Published Admission Number (PAN) for Reception is 30 pupils. Salford City Council's current school information also records 25 Nursery places.

The Reception PAN is the number of pupils the admission authority intends to admit to the Reception year group in the normal admissions round. Nursery provision is dealt with separately and a Nursery place does not guarantee a Reception place.

5. Applying for a Reception place

Children normally start Reception in the September following their fourth birthday. Applications for Reception are made through the local authority in which the child lives, even where the preferred school is in another local authority area.

For admission to Reception in September 2027, Salford City Council's application round opened on 1 September 2026 and the national closing date is 15 January 2027. National Offer Day is 16 April 2027.

Parents and carers should use Salford City Council's school admissions service for current application instructions, deadlines and supporting information. Expressing a preference for St George's does not guarantee that a place will be offered.

6. Oversubscription

Where there are more applications than available Reception places, Salford City Council applies its determined oversubscription criteria for community and voluntary controlled primary schools.

Before the oversubscription criteria are applied, children with an Education, Health and Care Plan (EHCP) that names St George's must be admitted.

The school does not set its own faith-based admissions criteria. The current Salford criteria and explanatory notes should always be consulted because they are determined and published by the admission authority for the relevant admission year.

7. Children with an Education, Health and Care Plan

Where a child has an EHCP, admission is considered through the statutory EHCP process rather than the ordinary school admissions process. If St George's is named in the final EHCP, the school must admit the child, subject to the relevant statutory framework.

Parents and carers considering St George's for a child with SEND are welcome to discuss the school's provision with us, but such discussions do not determine whether a place is allocated.

8. Deferred entry and admission outside the normal age group

Parents offered a Reception place may defer the date their child starts school until later in the same school year, but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of that school year. Parents may also request that their child attends part-time until compulsory school age.

A parent may request admission outside the child's normal age group. Such requests are considered by the admission authority in accordance with the School Admissions Code and the circumstances of the individual case. Parents should contact Salford City Council for the current process and evidence requirements.

9. Late applications

Applications received after the published closing date are dealt with in accordance with Salford City Council's coordinated admissions scheme. Parents should apply as soon as possible because late applications may be considered after on-time applications, in accordance with the local authority's published arrangements.

10. In-year admissions

An in-year admission is an application for a school place outside the normal Reception admissions round, including where a child moves into the area or wishes to change school during the academic year.

St George's participates in Salford City Council's admissions arrangements. Parents seeking an in-year place should follow the current application process published by Salford City Council.

Where a place is available, applications must be dealt with in accordance with the School Admissions Code. Where a place cannot be offered, parents will be informed of the reason and of their statutory right of appeal where that right applies.

11. Fair Access Protocol

St George's participates in Salford City Council's Fair Access Protocol. The protocol exists to ensure that vulnerable and other eligible children who are having difficulty securing a school place are allocated a suitable place as quickly as possible.

Admission through the Fair Access Protocol is separate from the ordinary oversubscription process and may, in circumstances permitted by the School Admissions Code, result in a school admitting above its PAN.

12. Waiting lists

Waiting lists for Reception and other year groups are administered in accordance with Salford City Council's current arrangements and the School Admissions Code. A child's position on a waiting list may change as other children join or leave the list because places are ranked using the published oversubscription criteria rather than the date of application.

Parents should consult Salford City Council for the current duration and operation of waiting lists.

13. Admission appeals

Where Salford City Council refuses a school place for which there is a statutory right of appeal, parents have the right to appeal to an independent appeal panel. Appeals are arranged by the admission authority in accordance with the School Admission Appeals Code 2022.

The appeal panel is independent of the school and the admission authority, and its decision is binding on all parties. Parents should use Salford City Council's current admissions appeal process and published appeal timetable.

Infant class size legislation limits classes containing Reception, Year 1 and Year 2 pupils to 30 pupils for one qualified school teacher, subject to prescribed exceptions. This means that infant class size appeals are considered under specific statutory rules.

14. Nursery admissions

St George's currently has 25 Nursery places. Nursery admission is separate from statutory school admission to Reception.

Attendance at St George's Nursery does not give a child priority for, or an automatic right to, a Reception place. Parents must make a separate Reception application through the coordinated admissions process by the published deadline.

Nursery applications and offers will be managed in accordance with the school/local authority's current Nursery arrangements. Parents should contact the school office for current Nursery application information.

15. Equality and reasonable adjustments

Admissions will be administered in accordance with the Equality Act 2010. The school and admission authority will not unlawfully discriminate against a child in relation to admission.

Reasonable adjustments will be made to information and communication where required so that disabled parents, carers and children can access the admissions process. Families who require support to understand information or complete an application should contact Salford City Council or the school office.

16. Transition into St George's

Once a place has been formally offered, the school will work with the family and, where appropriate, the child's previous setting or school to support a positive transition.

Relevant information may include safeguarding, SEND, medical, pastoral and educational information. Information will be shared and handled in accordance with safeguarding and data protection requirements.

The school may arrange visits, transition sessions or meetings, but participation in these activities is not a condition of admission.

17. Roles and responsibilities

Salford City Council

As admission authority, Salford City Council determines and publishes the admission arrangements, coordinates applications and offers, applies the oversubscription criteria, manages the relevant waiting-list and appeal arrangements, and fulfils its statutory admissions duties.

Governing Body

The Governing Body will understand the school's position within the local authority admissions framework, monitor the impact of admissions on the school and ensure that school-published information accurately directs families to the admission authority.

Executive Headteacher and Head of School

School leaders will ensure that families receive accurate information, that the school cooperates with the admission authority and that children admitted to St George's are supported appropriately when joining the school.

18. Publication and information for parents

As a Voluntary Controlled school, St George's will publish on its website a clear link to Salford City Council's current admission and appeal arrangements. Parents who do not have internet access may request assistance or a hard copy of relevant information.

Because admissions dates, local authority procedures and determined arrangements can change from year to year, parents should always check the current Salford City Council information rather than relying on an older copy of this policy.

19. Complaints about admissions

A disagreement with a decision not to offer a school place is dealt with through the statutory admission appeal process rather than the school's general Complaints Procedure.

Concerns about the lawfulness of determined admission arrangements may be capable of referral to the Office of the Schools Adjudicator within the applicable statutory timescales. Parents should consult current government guidance where this is relevant.

20. Related policies and documents

- SEND Policy and SEN Information Report;
- Equality and Disability Equality Policy and Scheme;
- Child Protection and Safeguarding Policy;
- Attendance and Punctuality Policy;
- Complaints Procedure;
- Salford City Council's determined admission arrangements and coordinated admissions scheme;
- School Admissions Code 2021;
- School Admission Appeals Code 2022.

21. Review

This school policy will be reviewed annually, or sooner where legislation, statutory guidance, Salford City Council's admission arrangements or the school's circumstances change. Current local authority determined admission arrangements will always take precedence over any summary contained in this policy.