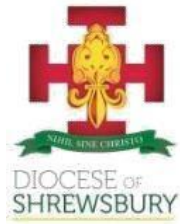


**"As unique individuals, we do our best at work and play for the love of God and others."**



**St Benedict's Catholic Primary School, a Voluntary Academy**

# **Admissions Policy 2025/26**

**Model policy written by Diocese in November 2021:**

**Adapted by St Benedict's Catholic Primary September 2021**

**Approved by Full Governing Body September 2022**

**Reviewed: September 2023**

**To be reviewed: Autumn 2024**

**St Benedict' Catholic Primary School** St Benedict's 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** 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 the admission arrangements.

The **academy company Our Lady Help of Christians Multi Academy Trust** is the admission authority and has delegated full responsibility for admissions to the Local Governing Body. The admissions authority has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admissions authority body has set its admission number at 30 pupils to be admitted to the reception year in the school year which begins in September, 2025

The admissions 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 Published Admissions Number ("PAN").

## **Application process for a place for Reception in September 2025:**

*Admissions to the school will be determined by the admissions authority but the process is coordinated by the Local Authority. Parents must apply online via the Cheshire East website <http://www.cheshireeast.gov.uk/schools/admissions/admissions.aspx>.*

**If there are fewer than 30 applications, all children will be offered a place.**

**If there are more than 30 applications, the following Oversubscription Criteria will be applied:**

1. Looked after and previously looked after children. (see note 1)
2. Catholic children who live in the parish of St Benedict's, Handforth; St Teresa's, Wilmslow and St Pius X, Alderley Edge (see Appendix 2 and note 2)
3. Other Catholic children. (see note 2)
4. Any other children.

*Within each of the categories listed above, the following provision will be applied: The attendance of a brother or sister (see note 3) at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made.*

**Please note:** if your child is Catholic you **MUST** complete the supplementary information form and provide a copy of the baptismal certificate. Otherwise, your child will be considered to be category 4 and therefore you may not be awarded a place. You can print the Supplementary Form (see

appendix 1) or request a copy from the school. Before the 15<sup>th</sup> February 2025, this form must be completed and posted to school for the attention of the School Business Manager. Or a scanned copy can be sent to [admin@stbenedicts.cheshire.sch.uk](mailto:admin@stbenedicts.cheshire.sch.uk)

The admissions authority will, where possible, admit **twins** and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

**Tie Break:** If the over-subscription categories above are over-subscribed, places will be given to children living closest to the school measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the point of residence's coordinate point (see note 4).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, all the names will be entered into a hat and the required number of names will be drawn out by someone independent of the school.

### Decision/Late Applications:

All applications (made on time) will be considered at the same time, after the 15<sup>th</sup> January. Late applications will be considered in line with Cheshire East's policy, which can be read here: <https://www.cheshireeast.gov.uk/pdf/schools/admission-arrangements/la-co-ordinated-scheme-and-admissions-arrangements-2025-26.pdf>

The Local Authority will inform parents whether their application has been successful via email on the 16<sup>th</sup> April (or the next working day). If a place is not given, parents will be told why and do have the right to appeal.

### Waiting Lists for the Reception class:

In addition to their right of appeal, parents 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 the Reception class will be held by the Local Authority for the Autumn term of the Reception year. After this point, parents should contact the school and asked to be placed on the waiting list which is held by school (see below).

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

### Pupils with an Education, Health and Care Plan:

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. All children whose Education, Health and Care plan (EHCP) 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.

*A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 that specifies the special educational provision required for that child. An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.*

## 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 delay their start date, or take-up a part time place until they reach the age of 5 (compulsory school age). Parents should inform the Headteacher as soon as an offer has been made if they wish to delay the start date. Places cannot be held for more than one term. In addition, the parents of a summer born child, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to Reception rather than year 1.

## In-Year Applications

An application can be made for a place for a child in other year groups at any time in the school year and the child will be admitted where there are available places. Although the school makes the decision, applications should be made to the Local Authority by completing the form found here <https://www.cheshireeast.gov.uk/schools/admissions/in-year-applications.aspx>

You will be advised of the outcome of your application in writing.

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, parents have the right of appeal with an independent panel. In addition, the child's name can be added to the waiting list. Waiting lists are held (by the school) for the rest of the school year in which the application is made.

## Admission of Children outside their Normal Age Group:

A request may be made for a child to be admitted to an older year group or a younger year group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents should contact the Headteacher in writing at the same time the application is made via [admin@stbenedicts.cheshire.sch.uk](mailto:admin@stbenedicts.cheshire.sch.uk). The admissions 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.

## Fair Access Protocol:

St Benedict's 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 admissions authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

**The admissions 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.**

## *Notes (these notes form part of the oversubscription criteria):*

1. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admissions authority) to

have been in state care outside of England and who ceased to be in state care as a result of being adopted.

2. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, 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.

3. 'brother or sister' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

4. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Application Form. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the application form, provided that the child resides at that address for the majority of the school week.

Appendix 1:

**DIOCESE OF SHREWSBURY**  
**St Benedict's CATHOLIC Primary SCHOOL**  
**SUPPLEMENTARY INFORMATION FORM**  
**2025/26**

If you are expressing a preference for a place for your child at St Benedict's Catholic Primary School in Cheshire East and wish to apply under a faith criterion, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be returned to [admin@stbenedicts.cheshire.sch.uk](mailto:admin@stbenedicts.cheshire.sch.uk) by the closing date 15<sup>th</sup> January 2025
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- **If you do not provide the information required in this form and return it to the school/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this may affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.

Name of child: \_\_\_\_\_

Address of child: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Carer Name:<sup>1</sup>

Parent/Carer Email: \_\_\_\_\_

Please read the relevant school/academy Admissions Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

**NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.**

\_\_\_\_\_

**Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)<sup>2</sup>**

Criteria	Tick Box	Evidence: insert details in accordance with the Notes below
1.Looked after children	<input type="checkbox"/>	<b>Evidence from social worker (who professional with responsibility for the child) to be provided</b>
2. living in Parish of St Benedict's	<input type="checkbox"/>	<b>Baptismal Certificate Proof of address may be required</b>
3. Any other Catholic children	<input type="checkbox"/>	<b>Baptismal Certificate</b>

Catholic [Parish] [Deanery] in which your child lives:

In compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are St Benedict's Catholic Primary School Hall Road Handforth

Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.

2. The person responsible for data protection within our organisation is Hannah McGuire (Head) and you can contact them with questions relating to our handling of the data. You can contact them by emailing [admin@stbenedicts.cheshire.sch.uk](mailto:admin@stbenedicts.cheshire.sch.uk)
3. We require the information we have requested for reasons relating to our functions as the admission authority of the school/academy.
4. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR).
5. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR). Additionally, processing is necessary for proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).
7. If the application is successful, the information you have provided on this form will be migrated to the school's/academy's enrolment system, and the data will be retained

and processed on the basis of the school's/academy's fair processing notice and data protection policies which apply to that data.

8. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school/academy may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's/academy's data retention policy.
9. To read about your individual rights you can refer to the school's/academy's fair processing notice and data protection policies.
10. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by emailing [admin@stbenedicts.cheshire.sch.uk](mailto:admin@stbenedicts.cheshire.sch.uk). If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: [ico.org.uk](http://ico.org.uk).

**I confirm that I have read the Admissions Policy of the school/academy and that the information I have provided is correct. I understand that I must notify the school/academy immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Admission Authority may withdraw any offer of a place even if the child has already started school.**

Signed.....

Date.....

## **Notes**

### **1. Evidence of Catholic Baptism**

If an application is being made for a place at the school/academy for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school/academy.

[The admission authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.]

## **Checklist:**

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Have you completed and returned your local authority's Common Application Form?



## Appendix 2:

Criteria 2 'Children living in the Parish of St Benedict's' will live within the boundary lines as depicted below. For a clearer version of the map, please contact the school or the St Alban's Deanery.

### PARISH BOUNDARY - ST BENEDICT, HANDFORTH

