



## Rainford Brook Lodge Primary School

### Admissions Policy

Last review date		Autumn	2025
Next review date		Autumn	2026
Signed		Name	
Position		Date	
Governor ratification			
Signed		Name	
Position		Date	

## **Rainford Brook Lodge Admissions Policy**

1.1 Rainford Brook Lodge Primary School converted from a Community School to become an Academy: part of the Everyone Matters Trust in November 2023.

1.2 The key values of the Everyone Matters Trust are:

- Excellence of Care, Excellence of Experience and Excellence of Outcome;
- Our Ethos of 'Everyone Matters, Everyone Helps and Everyone Succeeds' applies to everyone in the Trust community.

1.3 The governing board of the school is responsible for determining the policy relating to the admission of pupils to the school, overseen by the trust board. It is guided in that responsibility by the requirements of the law.

1.4 Having consulted with the Local Authority and others in accordance with the requirements of the law, the Trust Board has published its admissions limit at 30 primary school age pupils per year for the school year commencing September 2026. There is a Nursery Setting at the school but this has it's own admission arrangements (see section 2)

1.5 The Trust Board and school governing board has delegated responsibility for determining admissions to St Helens Local Authority, which will consider all applications made in accordance with the oversubscription criteria, without reference to the ability or aptitude of the child.

1.6 Applications for a place in Reception in September 2026 should be made on the applicant's home local authority common application form. Copies of St Helens Primary Education Information for Parents Booklet may be viewed and applications made on-line via St Helens Council's website from September 2025 (see links below).

1.7 The closing date for applications is 15 January 2026.

1.8 You will be notified confirming your child's place on 16 April 2026 (If you submit a paper application, a letter will be posted to you notifying you of the place allocated to your child. If you apply online, you will receive an email at approximately 8.00am on the day).

1.9 Appeal hearings for parents whose preference(s) cannot be met will be held by July 2026 (Actual date TBC)

For Further information please follow the link below

<https://www.sthelens.gov.uk/article/2868/Applying-for-primary-school-for-September-2024>

A Primary Education Booklet published by St Helens Council has even further information which can be downloaded on a link provided on the webpage linked above.

In Year Transfers - If you wish to transfer your child to another local school you can make your application online via our website [www.schooladmissions.gov.uk/admissions](http://www.schooladmissions.gov.uk/admissions). For further information follow this link [In-Year-Transfers - Primary and Secondary Schools - St Helens Borough Council](#)

### **Admissions to our Tadpoles (Nursery) Setting**

2.1 As well as our Rec to Year 6 Primary School Offer, we also run a Nursery provision for 3-4 year olds called Tadpoles

2.2 For information relating to admissions to our Tadpoles, please follow the link below to our Tadpoles Admission policy

[https://www.rainfordbrooklodge.st-helens.sch.uk/serve\\_file/17133039](https://www.rainfordbrooklodge.st-helens.sch.uk/serve_file/17133039)

2.3 As we have delegated responsibility for determining admissions to St Helens Local Authority, **please remember that a separate application must be made if and when applying to the Reception class. Attendance at Tadpoles does not guarantee admission to the school for primary education**