ADMISSIONS POLICY

We warmly welcome children of all faiths, religions, and backgrounds. We foster an inclusive and nurturing community where everyone is valued. **All are Welcome All Belong.**

2027/2028

Our Mission Statement

Our Lady of Grace RC Primary School recognises that each member of our community is unique and made in the image and likeness of God. Our School will encourage each member:

Through **WORK**, to develop his or her potential

Through **WORSHIP**, to learn to know and love God and His world

Through **WITNESS**, to proclaim to all the peace, joy and glory of God

As Catholics we live our faith through all aspects of our lives. Our Mission Statement underpins our thinking when implementing this procedure

Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

Our Lady of Grace is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Bury Local Authority as a Voluntary Aided School.

The School's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

For the School Year commencing September 2026 the Governing Body has set its planned admissions number at 45.

Admissions to the school will be made by the Governing Body in accordance with the stated parental preferences it receives, subject to the following set of criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

Children who have been issued with an Education Health Care plan will be offered a place at Our Lady of Grace if the school is named in the child's care plan.

1. Children in care and children who have previously been in care.

2. Baptised Catholic children with a sibling in school at time of admission.

3. Baptised Catholic children resident in the parish of Our Lady of Grace.

4. Other baptised Catholic children.

5. Other children with a sibling in school at the time of admission.

6. All remaining applicants.

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NOTES:

(a) The Governing Body is the Admissions Authority. The Admissions Committee comprises the following governors: Chair of Governors and the Chairs of Premises, Curriculum, Finance and Staffing, as well as an independent clerk.

(b) The Local Authority will administer the admissions.

(c) The Local Authority Primary Admissions Handbook which gives details of the co-ordinated admission arrangements will be available in the Autumn Term prior to admission. If you wish your child to be considered within the faith category, you must complete the supplementary form which is available from the school and return it to the school by the date specified on the form.

(d) Parents must complete a Common Application Form and express three preferences for Primary School Admission. The closing date for receipt of applications is stated on the application form and in the Handbook. All applications will be considered by the Admissions Committee at the same time according to the published criteria. The LA will date stamp all documentation as it is received. Late applications will be considered after all other applications and in accordance with the published admissions criteria.

(e) A completed supplementary form along with proof of address and a baptismal certificate must be provided directly to the school by the application closing date i.e. the one set by Bury. Proof of address must be in one of the following formats: A current council tax bill A current child benefit statement A recent utility bill i.e. one dated within the last three months

(f) Parents/Applicants should check carefully whether they are resident within the school boundary of Our Lady of Grace. Provision of false information will result in the automatic rejection of the application. Should the Governing Body later establish that incorrect information has been provided they reserve the right to withdraw the offer of a place in the school. (A map illustrating the school boundary can be obtained from the school).

(g) It is the duty of Governors to comply with class size limits at Key Stage One, as set by Government legislation. This means that the school cannot operate classes in Key Stage One of more than 30 children without additional measures to support being agreed.

(h) If in any category there are more applications than places available, the Governing Body will determine the allocation of places by using distance from home to school. The distance will be measured using the local authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Those living closer on this basis will receive the higher priority.

(i) Admission arrangements to the Reception Class are separate to those for the Nursery. Attendance at the Nursery does not give a child any guarantee or priority when it comes to consideration by the Governors of applicants for admission to the Reception Class.

(j) For the purposes of this policy the Governing Body will define 'Sibling' 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 that sibling.

(k) In cases of shared parenting a child's home address will be determined by using the residence of the parent to whom the Child Benefit is paid.

(l) If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the triplets will be offered places.

(m) In years where the school is "over-subscribed", the school will hold a waiting list for one year after the normal admission round i.e. September to August. If places become available, they will be offered in accordance with the school's admission policy

(n) If an application for admission has been turned down by the Governing Body parents can appeal to an independent Appeals Panel. Parents wishing to appeal should state their case in writing to the Clerk of Governors via the school within 14 days of their notification of refusal.