St Thomas of Canterbury R.C. Primary School

Admission Policy and Arrangements 2027/2028
For September 2027 Intake

Growing into full life with Jesus; learning, living and loving together to make a difference

St. Thomas of Canterbury is a Roman Catholic Voluntary Aided Primary School maintained by Bolton Local Authority and falls to the Trusteeship of the Diocese of Salford. The Governing Board is the admitting authority and its aim is to provide a Catholic education for every Catholic pupil resident in the contributory former parishes of St Thomas of Canterbury and St James the Great (referred to throughout as "the contributory parishes"). The Governing Board intends to admit 60 pupils in the school year commencing September 2026, subject to the matters referred to below.

Admissions to the school will be made by the Governing Board. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications for admissions than the school has places available.

1. Baptised Catholic Looked after Children / Baptised Catholic Previously Looked after Children. This includes looked after children from overseas.
2. Baptised Catholic children who are resident in the parish of St Cuthbert and living in the catchment areas of St Thomas of Canterbury and St James the Great with a sibling in school at the time of admission of the younger child.
3. Baptised Catholic children who are resident in the parish of St Cuthbert and living in the catchment areas of St Thomas of Canterbury and St James the Great.
4. Other Baptised Catholic children with a sibling in school at the time of admission of the younger child.
5. Other Baptised Catholic children.
6. Non-Catholic Looked after Children / Non-Catholic Previously Looked after Children. This includes looked after children from overseas
7. Other children with a sibling in school at the time of admission of the younger child.
8. All remaining applicants.

Notes for Applicants:

1. '*Catholic*' means a member of a church in full communion with the See of Rome. This includes 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 purpose 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 is required. Those having 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). Baptismal certificate should be sent to school by the closing date for admissions.

2. The Governing Board will admit children having an Education Health and Care Plan (EHCP) in which St. Thomas of Canterbury School is named. A Statement of Special Education Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision of a 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 by the child.

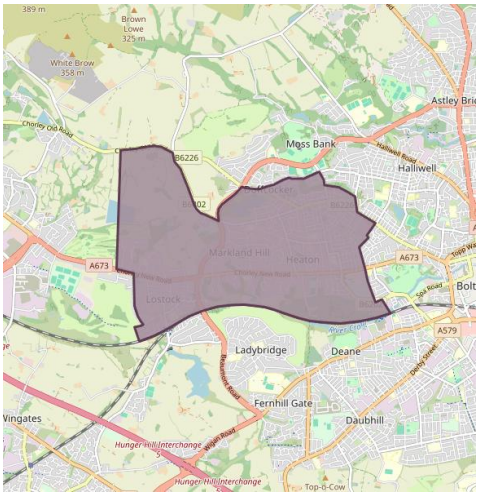
3. A '*looked after child*' has the same meaning as in section 22 (1) of the Children's Act 1989; and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their Social Services functions (e.g. children with foster parents) at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

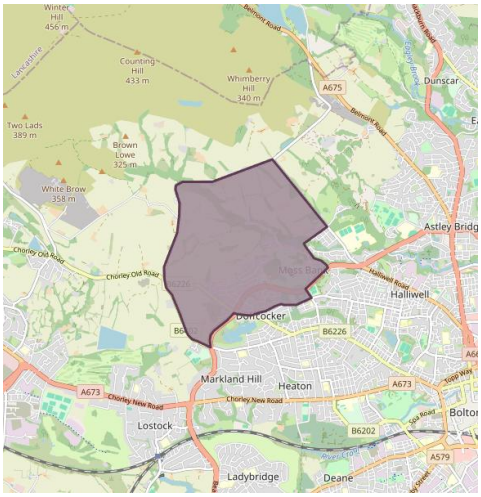
   A '*previously looked after child*' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements orders or special guardianship order. Included in this definition are those children who appear (to the governing board) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

4. The term sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step-brother or sister, or the child of parent/ carer where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

   A parent is any person who has parental responsibility for or who is the legal guardian of the child.

5. Parents should check carefully whether they are resident within the catchment area. For the purposes of this policy, catchment areas are as shown on the maps below and will be applied to the admission arrangements.





   The detailed description and maps can also be found at the following link under the Deanery of St Joseph:

   https://dioceseofsalford.org.uk/diocese/boundaries/

6. All applicants resident within the catchment area will be required to present proof of address, by supplying an original up-to-date utility bill. This should be sent to school by the closing date for admissions.

7. The Governing Board requires the right to withdraw the offer of a school place where false evidence is received in relation to the application.

8. It is the duty of governors to comply with regulations on class size limits at Key Stage 1. This means that normally the school cannot operate classes at the Foundation Stage and Key Stage 1 of more than 30 children. The Governing Board may exceed Key stage 1 and Reception Class Regulations for twins and multiple births where one of the children is the 30th child admitted and the other(s) beyond that limit.

9. 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 Common Application Form ("CAF"). 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 CAF, provided that the child resides at that address for any part of the school week.

10. If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be calculated (*by using a straight line*) using the LA computerised measuring system from the centre of the house to the main entrance of the school. In the event of distances being the same for two or more applicants and where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place and the required number of names will be drawn out.

11. Children who are not offered a reception place for the September intake at their preferred school will automatically be placed on the school's waiting list. The waiting list will be maintained only for the statutory period (until 31 December). Should any places become available they will be allocated in accordance with the Local Authority's published admission criteria

    As children are added to the waiting list, the list will be re-ranked in accordance with the published admission criteria. This means that children can move both up and down the waiting list.

    After 31 December, if a parent wishes their child to continue to be considered for a school place, they will need to reapply for a place using the procedure for in-year admissions.

    For in-year admissions, waiting lists will be held for one term:
    Term 1: 1 September to 31 December
    Term 2: 1 January – 12 April
    Term 3: 13 April – 31 August.

    Parents will need to request for their child to be placed on an in year waiting list. Should any places become available they will be allocated in accordance with the Local Authority's published admission criteria. After a waiting list ends on 31 December, 12 April or 31 August, if a parent wishes their child to continue to be considered for a school place in the next school term, they will need to reapply for a place.

12. A parent/carer can defer the date their child is admitted to the school until later in the school year but not beyond the point of compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Alternatively, where parents wish, children may attend part time until later in the school year but not beyond the point they reach compulsory school age. Parents wishing to take either of these options should inform the school as soon as the place is offered so that appropriate arrangements can be made

    Parents of children born between 1st April and 31st August (summer born) may choose not to send their child to school until the September following their 5th birthday and request they are admitted outside of their normal year group, to reception rather than Year 1 i.e. starting in reception a year later than their age group. This request should be made to the school's admissions panel in writing, giving reasons for the request, this should be done at the time the child would usually be expected to apply for a reception place.

13. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply through the local authority admissions portal. If there are places available but more applicants than places then the published admissions criteria will be applied.

14. All waiting lists will be maintained by the Local Authority.

15. If an application for admission has been turned down by the Governing Board, parents can appeal to an independent appeals panel at Pupil and Student Services, 1st Floor, Town Hall Bolton BL1 1RU Tel 331036. This appeal must be sent in writing within 20 days of notification of refusal. The date of notification will be two days after posting by first class post. The parents must give their reasons for appealing in writing. The decision of the Appeals Panel is binding on the Governing Board.