



St. Monica's RC Primary School

ST. MONICA'S RC PRIMARY SCHOOL ADMISSION POLICY 2026

St Monica's is a Roman Catholic School under the trusteeship of the Diocese of Salford and is maintained by Trafford Local Education 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 School will be made by the Governing Body. All preferences listed in 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 Roman Catholic children who are Looked After or who have been previously Looked After and Looked After Children adopted from overseas. (See note 3).
2. Baptised Roman Catholic children who will have a brother or sister* attending the school at the time of admission and resident within the catchment area of St. Monica's School.
3. Other baptised Roman Catholic children who are resident in the catchment area of St. Monica's school.
4. Baptised Roman Catholic children from the parish of St. John Henry Newman who have a brother or sister attending the school at the time of admission.
5. Other baptised Roman Catholic children resident in another parish of the Diocese of Salford.
6. Other baptised Roman Catholic children.
7. Other children who are Looked After or who have been previously Looked After. (see note 3)

8. Other children who will have a brother or sister attending St. Monica's School at the time of admission.

9. Children of the Staff of St Monica's School who are not identified in the above criteria.

10. Other children.

* The term brother or sister also includes half/step/adopted/fostered brothers and sisters and any other children who are living at the same address as part of the same family unit.

NOTES

1. All applicants will be considered at the same time and after the closing date for applications which is **15 January 2026**.

2. Each Roman Catholic applicant will be required to produce a baptismal certificate.

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

4. It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage 1 of more than 30 children.

5. If in any category there are more applicants than places available, priority will be given on the basis of proximity to the school. Distance will be measured in a direct straight line from the front door of the child's home address to the main entrance of the school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of

flats, the distance will be measured from the communal entrance of the building.

6. Where a child lives with parents with shared responsibility, each for part of a week, the home address will be that at which the child spends the majority of the working week (Monday – Friday).

7. If an application for admission has been turned down by the Governing Body, parents can appeal to an independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

8. 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.

9. If the school is oversubscribed, a waiting list will be maintained, in accordance with the Schools' Admissions Code. This waiting list will be ordered according to the published over-subscribed criteria. Late applications will be considered in accordance with the published admissions criteria. If the school is oversubscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises.

10. Proof of address is to be provided with the application (e.g., utility or council tax bill)