

APPENDIX 1

ADMISSIONS POLICY FOR COMMUNITY SECONDARY SCHOOLS FOR SEPTEMBER 2012

Children with Statements of Special Educational Needs will be given a place at the school named on their statement.

When schools are oversubscribed, priority for allocation of places will be as follows: -

1. Children in public care (Looked After Children).
2. Children who live within the catchment area¹.
3. Children who will have an older brother or sister in the school in September 2012. For this purpose, a brother or sister may be a full or step-brother or a full or step-sister, living at the same address, at the time of admission.
4. Other children.

If applications are received after the closing date, they will be dealt with as late applications, and will not be considered until after those applications which were received on time.

If there is over-subscription in any category, places will be offered using a straight line distance measurement 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 to the school on this basis will receive the higher priority.

Where the final place in a year group can be taken by two or more children living an equal distance from the school, (for example two children living in the same block of flats) the Local Authority will then use random allocation to decide which of the children can be offered a place.

Where a child has parents with shared responsibility and lives with each parent for part of the week, the home address will be decided by using the ***name & address of the parent/carer to whom the Child Benefit payment is paid.***

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 three triplets will be offered places.

1st, 2nd and 3rd preferences for all high schools in Bury will be considered equally.

If you wish to give reasons for your preferences you may do so. However, parents should note that the criteria given above are the criteria which will be used to offer places.

Parents are only entitled to one appeal for an individual school each year. A re-appeal would only be considered if new evidence became available **which could not have been made available** at the original appeal hearing.

¹ Catchment area maps are published in the Transfer to Secondary School Information Handbook and on the website at www.bury.gov.uk. Large scale maps can also be viewed at Athenaeum House, Market Street, Bury.

APPENDIX 2

ADMISSIONS POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS FOR SEPTEMBER 2012

Children with Statements of Special Educational Needs will be given a place at the school named on their statement.

When schools are oversubscribed, priority for allocation of places will be as follows: -

1. Children in public care (Looked After Children).
2. Children who will have an older brother or sister in the school in September 2012. For this purpose, a brother or sister may be a full or step-brother or a full or step-sister, living at the same address, at the time of admission.
3. Other children.

If applications are received after the closing date, they will be dealt with as late applications, and will not be considered until after those applications which were received on time.

If there is over-subscription in any category, places will be offered using a straight line distance measurement 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 to the school on this basis will receive the higher priority.

Where the final place in a year group can be taken by two or more children living an equal distance from the school, (for example two children living in the same block of flats) the Local Authority will then use random allocation to decide which of the children can be offered a place.

Where a child has parents with shared responsibility and lives with each parent for part of the week, the home address will be decided by using the ***name & address of the parent/carer to whom the Child Benefit payment is paid.***

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 three triplets will be offered places, except where this would breach class size initiative legislation.

1st, 2nd and 3rd preferences for all primary schools in Bury will be considered equally.

If you wish to give reasons for your preferences you may do so. However, parents should note that the criteria given above are the criteria which will be used to offer places.

The law does not require a child to start school until the start of the term following their fifth birthday. The date compulsory school age is reached is determined by dates set by the Secretary of State for the autumn, spring and summer terms. These are 31 August, 31 December and 31 March. During the application process, parents can request that their child's entry be deferred until later in the same school year. The effect is that the place is held for that child and is not available to be offered to another child. The parent would not however, be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

If parents do not apply until the September following their child's fifth birthday, they would then have to apply to Year 1 to remain with their chronological age group, not the new Reception group.

Parents are only entitled to one appeal for an individual school each year. A re-appeal would only be considered if new evidence became available **which could not have been made available** at the original appeal hearing.

APPENDIX 3

ADMISSION POLICIES FOR VOLUNTARY AIDED AND FOUNDATION SCHOOLS FOR SEPTEMBER 2012

Legislation now states that Local Authorities must co-ordinate all admissions to all maintained schools. However, the Governors of Voluntary Aided and Foundation schools will continue to set policies and make admission decisions.

OUR LADY OF GRACE RC PRIMARY SCHOOL

Our Lady of Grace Primary School is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Bury Local Education Authority as a Voluntary Aided School. The school's Governing Body is the Admission Authority and is responsible for taking decisions on applications for admissions. Bury Local Authority now co-ordinates all admissions to the school.

For the school year commencing 1st September 2012, the Governing Body has set its planned admission number at **45**.

The Governors recognise that the first responsibility of the school is to serve the Roman Catholic community for which it has been established.

Admission 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. The Governors will also admit pupils with a statement for Special Educational Needs who have named the school in the statement.

In establishing their oversubscription criteria, the governors have taken full account of the Code of Practice produced by the Department for Education and Skills and the emphasis placed on supporting children in public care.

Admission to the school will be made in accordance with the following criteria:

a	Baptised Roman Catholic Children in public care.
b	Baptised Roman Catholic children who are resident in the parish of Our Lady of Grace with a sibling attending school at the time of admission.
c	Baptised Roman Catholic children who are resident in the parish of Our Lady of Grace.
d	Other baptised Roman Catholic children who are resident in another parish with a sibling attending school at the time of admission and live within the catchment area of St Monica's RC High School Specialist Language College.
e	Other baptised Roman Catholic children who are resident in another parish and live within the catchment area of St Monica's RC High School Specialist Language College.
f	Other Roman Catholic children.
g	Other children in public care.
h	Other children.

NOTES

1. All applications will be considered at the same time and after the closing date for admissions (15/01/12).
2. Each Roman Catholic applicant will be required to produce a baptismal certificate and proof of residence.
3. Parents/applicants should check carefully whether they are resident within the parish boundary of Our Lady of Grace and/or the catchment of St Monica's RC High School Specialist Language College – parents should contact Our Lady of Grace for clarification of the catchment area.
4. It is the duty of governors to comply with the class size limits of Key Stage 1 as set by government legislation. This means that the school cannot operate classes in the Foundation Stage (Reception aged) and Key Stage 1 of more than 30 children in each class.

5. 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 three triplets will be offered places, except where this would breach infant class size legislation.
6. If there is oversubscription in any category, places will be offered using distance from home to school as a criterion. The distance will be measured using Bury Local Authority system which measures in a straight line. Those living closer to the school will receive the higher priority.
7. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step-brother, step-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.
8. Where a child lives with parents with shared responsibility, each for part of the week, the home address will be decided by using the address on the Child Benefit booklet.
9. Applications received after the closing date (15th January) will be treated as 'late' applications. The local authority will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications received on time.
10. Admission arrangements to the Reception class are separate from 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.
11. The school will hold a waiting list for the first term after the normal admission round, September to December. If places become available, they will be offered in accordance with the school's Admission Policy.
12. If an application for admission has been turned by the Governing Body, parents can appeal to an independent Appeals Panel. This appeal must be sent in writing to the local authority within 14 days of notification of refusal. Parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the governors.

ST BERNADETTE'S ROMAN CATHOLIC PRIMARY SCHOOL

St Bernadette's 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 2012 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 a Statement of Educational Needs will be given a place at the school if the school is named in the child's statement.

1.	Baptised Roman Catholic Looked After Children.
2.	Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in the Parish of St Bernadette.
3.	Baptised Roman Catholic children who are resident in the Parish of St Bernadette.
4.	Baptised Roman Catholic children, resident in another parish, who have a brother or a sister in the school at the time of admission.
5.	Baptised Roman Catholic children resident in another parish.
6.	Other Looked After Children (Non-Roman Catholic).
7.	Other children who are resident in the Parish of St. Bernadette.
8.	Other children.

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) Each applicant must produce a **Baptismal Certificate and a current child benefit statement** as proof of residence. Short birth certificates will be checked after a place has been offered.

(f) Parents/Applicants should check carefully whether they are resident within the parish boundary of St. Bernadette's. *(A map illustrating the parish boundary is available from the school)*. 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 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.

(h) If there is over-subscription in any category, places will be offered using a straight line distance measurement 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 to the school 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 Link' as a 'brother and sister or stepbrother and sister residing at the same address'. (Definition as provided by Bury LA).

(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) Where there are twins or triplets wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible. If places for twins or triplets cannot be offered e.g. because of a breach of infant class size legislation, the family will be advised accordingly. This will also apply to siblings who are in the same year group.

(l) 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

(m) 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.

St Bernadette's RC Primary School

SUPPLEMENTARY INFORMATION FORM

Please complete this form if you wish your child to be considered under the faith criterion and return it to St Bernadette's RC Primary, Abingdon Avenue, Whitefield, M45 8PT.

Parent's name		
Child's surname	Christian names
Date of birth		
Address		

Post code	Telephone number
Please confirm that your child is a baptised Catholic: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Place of baptism		
Parish community in which you live/worship?			

The original baptismal certificate or a certified copy must be sent to the school.

Signed (Parent/Carer)	Date
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Consultation on proposals concerning St John's CE & Chapelfield Primary Schools

Bury Council is consulting on a proposal that will, if approved, result in the closure of St John's CE Primary School, with effect from 31st August 2012. There is a linked proposal to increase the capacity at Chapelfield Primary School by 0.5 form of entry with effect from 1st September 2012.

ST JOHN'S CE PRIMARY SCHOOL, RADCLIFFE

St John's Church of England Aided Primary school has a strong Christian foundation. Parents who wish their children to attend should be willing to support the Christian nature of the school. Admissions to an Aided School are the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority.

Children will be admitted to the Reception class at the beginning of the Autumn term before their fifth birthday and to the Nursery class at the beginning of the Autumn term before their fourth birthday.

The maximum number to be admitted this year is **30**. The governors will admit all children who have a statement of special educational needs in which the school is named.

If the school is over subscribed the following admissions criteria will be used, in order, by the Governing Body and headteacher to help in the selection of pupils.	
1	Looked After Children (children in local authority care)
2	Children whose parent/guardian regularly and frequently worship at an Anglican Church and for how long.
3	Children whose parent/guardian worship regularly and frequently at another Christian church within the parish.
4	Children whose parent/guardian although worshipping in another faith wish their child to attend a Christian school because of its religious emphasis.
5	Whether or not the applicant has any brothers or sisters attending St John's at the time of the child's admission.
6	Any other children.

- Regular attendance is normally taken to mean a minimum of fortnightly attendance for at least the year prior to the 1st September in the year before admission to the school. Evidence of regular attendance of parent/guardian must be provided by a member of the clergy.
- Evidence of worship in another faith must be provided from a faith group leader.
- Siblings – brother or sister includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart. Where twins, triplets etc. or other children born within the same school year might be split when allocations take place, and there are too few places available at the school to accommodate them all, the governors will consult the Local

authority and the parent to consider whether all the siblings can be offered a place at the same school (which may not be a preference school named on the CAF) or whether the parents can be offered places at two or more schools with a view to the parent deciding which child will take up which offered place. If this consultation fails to resolve the issue the Admissions Committee will use random allocation to decide which of the children can be offered a place.

- Children living at more than one address, the address of the parent to whom child benefit is paid will be used.
- If there is over-subscription in any category, places will be offered using a straight line distance measurement 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 to the school on this basis will receive the higher priority.

Late Applications

Applications received after the closing date will be treated as late applications. The LA will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications received on time.

Waiting List

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the autumn term.

All applications must be dealt with by the Local Authority with effect from September 2010, Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

APPEALS PROCEDURE

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the clerk to governors at the school within 14 days of receiving the letter refusing a place.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days notice of the place and time of the hearing.

ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL HAWKSHAW

St Mary's is a Voluntary Aided school with a strong Christian ethos and an outstanding community spirit. The school welcomes the children of all successful applicants in the September following their fourth birthday. Admissions to an Aided school are the responsibility of the Governors, in agreement with the Diocese of Manchester and the Local Authority, which now deals with all admissions.

Children with special educational needs (SEN / LDD), if the school is named on their statement, will be admitted as of right.

The school intends to admit **15** pupils in September 2012.

If the school is over-subscribed, pupils will be admitted by the use, in order, of the following criteria:

1	Children in public care.
2	Children with brothers/stepbrothers, sisters/stepsisters or other fostered or adopted children in their family, who will be on roll on September 1 in the year of admission.
3	Children resident, but not necessarily attending church, within the parish of Holcombe and Hawkshaw (Hawkshaw, Holcombe, Holcombe Brook and Greenmount, together with parts of Summerseat and Ramsbottom). A map may be consulted at the school or on the school website (see above).
4	Any other children.

Notes

If there are children for whom no places are available, the school will hold a waiting list for the first term after the normal admission round, i.e. September to December. If places become available they will be offered in accordance with the school's admission policy.

If there is a situation where only one place is available and the next children to be offered places are twins or triplets, both twins, or the three triplets, will be offered places, except where this would breach Foundation Stage class size legislation. Governors would inform the LA and follow its procedures.

Where there are more applicants than places, priority will be given on the basis of proximity to the school measured by the shortest driving distance along the public highway, from the front door of the child's normal residence to the front gate of the school. In the event of any application with shared parenting the home address would be that of the parent to whom child benefit is paid.

Applications received after the closing date will be treated as late applications, which will be considered after those applications which are received on time.

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

Right of Appeal

In the rare event of the governors being unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should notify the school within 14 days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the Appeals Panel in writing. They will normally receive 14 days' notice of the place and time of the hearing.

ST. MARY'S C OF E (VA) PRIMARY SCHOOL, PRESTWICH

St Mary's is a Voluntary Aided Church of England Primary School, offering Christian education to all boys and girls between the ages of four and eleven years.

The Admissions Authority for applications to Saint Mary's C of E (VA) Primary, School, Prestwich is the Governing Body. Please note all applications for a Reception class place must be made on a Common Application Form (CAF) and submitted to the LA who handle these applications on the schools behalf.

St. Mary's C of E (VA) Primary School is a popular and oversubscribed school. We provide Nursery education for children of three years. We admit up to **thirty** pupils in each year group.

Applications and forms are sent out at the end of the year prior to admission. Parents will be notified if their application has been successful in the April of the year their child is due to start.

Any parent wishing to view the school should telephone the school office on 0161 773 3794 for an appointment with the Headteacher. Registration/admission forms are available from the school office.

IMPORTANT

*Please note that a Nursery class placement **does not** guarantee admission to the primary department. The Admissions Applications for the Reception Class are covered by a separate policy.*

Reception Admission Policy

- The Governing Body accepts the Local Authority's current policy for administration of Reception classes whilst retaining our right as a Voluntary Aided school to be responsible for admissions.
- In order to maintain the character, size and ethos of the school, no more than **30** places will be offered.
- Those with Special Educational Needs whose named school is St. Mary's C of E (VA) Primary School, Prestwich will be allocated a place.

In the event of the Reception Class being over subscribed, the following criteria will apply:

A	Children in Public Care.
B	Children whose older sibling is a pupil of the school at the time of admission to the Reception class.
c	Children of parent/s/carer/s who are involved in the life and worship of St. Mary's Church, Prestwich on a regular and long term basis. Regular attendance is normally taken to mean a minimum of fortnightly attendance at church at public worship for at least the year prior to 1st September in the year before admission to the school. The

	<p>Admissions Committee will give priority to those with a more frequent or longer period of attendance. Evidence of infant baptism or dedication of the child and of regular attendance of the parent/guardian (and /or child) must be provided by a member of the clergy or other designated church officer on the form provided.</p> <p>(St. Mary's operates a system where parents must sign the register to say they are in church. This register is then used by the Parish Priest to confirm the attendance of the family).</p> <p>NB If you have moved house recently or changed the church you attend, please explain in a supporting letter.</p>
D	<p>Children of parent/s/carer/s who are involved in the life and worship of Churches belonging to the Prestwich Parish Partnership i.e. St. Gabriel's, St. Margaret's on a regular and long term basis. Regular attendance is normally taken to mean a minimum of fortnightly attendance at church at public worship for at least the year prior to 1st September in the year before admission to the school. The Admissions Committee will give priority to those with a more frequent or longer period of attendance. Evidence of infant baptism or dedication of the child and of regular attendance of the parent/guardian (and /or child) must be provided by a member of the clergy or other designated church officer on the form provided.</p> <p>NB If you have moved house recently or changed the church you attend, please explain in a supporting letter.</p>
E	<p>Children of parent/s/carer/s who are involved in the life and worship of Churches belonging to Churches Together in England on a regular and long term basis. Regular attendance is normally taken to mean a minimum of fortnightly attendance at church at public worship for at least the year prior to 1st September in the year before admission to the school. The Admissions Committee will give priority to those with a more frequent or longer period of attendance. Evidence of infant baptism or dedication of the child and of regular attendance of the parent/guardian (and /or child) must be provided by a member of the clergy or other designated church officer on the form provided.</p> <p>NB If you have moved house recently or changed the church you attend, please explain in a supporting letter.</p>
F	<p>All other children using the distance home to school criterion listed below.</p>

Please note the following:

- ◆ *Application for a Reception class place can only be made to the Local Authority on the Common Application Form (CAF).*
- ◆ *Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria*
- ◆ *Where twins, triplets etc. or other children born within the same school year might be split when allocations take place, and there are too few places available at the school to accommodate them all, the governors will inform the Local Authority which may consult with the parent to consider whether all the siblings can be offered a place at the same alternative school (which may not be a preference school named on the CAF) or whether the parents can be offered places at two or more schools with a view to the parent deciding which child will take up which offered place. If this consultation fails to resolve the issue then the Admissions Committee will use random allocation to decide which of the children can be offered a place.*
- ◆ *If there is over-subscription in any category, places will be offered using distance from home to school as a criterion. The distance will be measured using the Local Authority's straight line distance (sld) system; those living closer on this basis will receive the higher priority.*
- ◆ *When a child has shared parents, the home address will be decided by the address to which the child benefit is sent.*
- ◆ *Children whose older sibling is a pupil of the school at the time of admission to the Reception class. Siblings are defined as and include all the following full, step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.*
- ◆ *Offers of places will be made to parents in writing. (This is in line with the arrangements for other local schools).*
- ◆ *The school will hold a waiting list until the end of the Autumn term. If places become available, they will be offered in accordance with the school's admission policy.*
- ◆ *Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the*

beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

- ◆ *If your child is not offered a place at St. Mary's C of E (VA) Primary School, Prestwich, you have the right of appeal to the Independent Appeals Panel. A copy of the Appeals Procedure is kept in the school office.*

ST. MARY'S C OF E (VA) PRIMARY SCHOOL
Rectory Lane, Prestwich, Manchester. M25 5BP

Name of child:

Surname Christian names

Date of birth Boy Girl

Name of parent(s)/guardian(s)

Address

.

Post code

Telephone..... Mobile.....

The name of any older brother or sister who will still be attending the school at the date of admission of the younger child

.....

Place of worship one of the parents / guardians regularly attends:

Name of place of worship

Address

.

Name of vicar / priest / minister / faith leader

Address

.

Post code Telephone

Tick this box if you wish to apply for a local place without the use of faith criteria

Worship attendance:

How frequently do you attend worship?

Weekly fortnightly

For how long has this been your practice

Your faith leader will be contacted in order to confirm this information. If you wish exceptional medical or social needs to be taken into account please say what these are and supply written, professional evidence to support your application.

SIGNED.....Parent/Guardian

ST. MARY'S C OF E (VA) PRIMARY SCHOOL
Rectory Lane, Prestwich, Manchester. M25 5BP

This part to given to your Parish Priest/Church Official

Name of child:

Surname Christian names

Name of parent(s)/guardian(s)

Address

.

Post code

Telephone Mobile

Place of worship one of parents / guardians regularly attends:

Name of place of worship

Address

.

Name of vicar / priest / minister / church officer

Address

.

.

Post code Telephone

I confirm that the parent/guardian (and / or child) named above has attended church at least fortnightly for the past year.

SIGNED..... Vicar/priest/minister/ church officer

DATE.....

ST MICHAEL'S R.C. PRIMARY ADMISSION POLICY 2012

St. Michael's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Bury Local Education Authority as a Voluntary Aided School. Admission to St. Michael's R.C. School Whitefield is the responsibility of the governors.

Admission to the school will be considered in the following order of priority if there are more applications for admission than the school has places available. The planned admission number is set at 30. Children who have been issued with Statements of Special Educational Need will be offered a place at St. Michael's if the school is named in the child's statement.

Admission to the school will be considered in the following order of priority if there are more applications for admission than the school has places available.

1	Baptised Roman Catholic children who are in public care.
2	Baptised Roman Catholic children resident in the parish of St. Michael's with a brother or sister currently in school.
3	Baptised Roman Catholic children resident in the parish of St. Michael's.
4	Baptised Roman Catholic children with a brother or sister currently in school and resident in another parish.
5	Baptised Roman Catholic children resident in another parish.

6	Other children who are in public care.
7	Other children with a brother or sister attending the school at the time of admission.
8	Other children.

Notes:

1. The closing date for admissions and the offer of a place is in line with the LA co-ordinated admissions arrangements. Applications received after the closing date will be treated as late applications. The governors will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications received on time. Please note that from September 2010 all admissions will be dealt with by the LA on behalf of the governing body.
2. Each Roman Catholic applicant will be required to produce a baptismal certificate and proof of residence.
3. Parents need to ensure that they are resident in the parish of St. Michael's. If parents are not sure in which parish they reside they should contact school.
4. It is the duty of governors to comply with the class size limits of Key Stage 1. This means that the school cannot operate classes in the Reception class and Key Stage 1 of more than 30 children.
5. If there is over-subscription in any category, places will be offered using a straight line distance measurement 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.
6. Parents of children who are admitted to school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which that original application was accepted. Parents can also request that their child attends on a part-time basis until the child reaches compulsory school age.
7. The school will hold a waiting list for the first term after the normal admission round, i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy.
8. Where the admission criteria refers to 'a brother or sister currently in school' this means that the older child will be attending the school at the time of admission of the younger child.
9. Where there are twins or triplets requesting admission and there is only one place left, then the governing body will exercise as much flexibility as possible. If places for twins or triplets cannot be offered e.g. because of a breach of infant class size legislation, the family will be advised accordingly.
10. For the purpose of admission a brother and sister includes step-brother and step-sister.
11. Where a child has parents with shared responsibility and lives with each for part of the week, the home address will be decided by using the address to which the Child Benefit is paid.
12. 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 14 days of notification of a refusal. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

Nursery

Please note that a place in the school's nursery does not guarantee a place in the school's reception class.

ST STEPHEN'S CE PRIMARY SCHOOL

The standard number for the school year commencing September 2012 is set at **35**.

The Governors control the admission policy for pupils entering St. Stephen's C. E. Primary School, which is a Church of England Aided School.

Parents of a pupil refused admission may appeal against that decision to an independent panel. Details of arrangements for the hearing of appeals will be made available at the appropriate time to any parents concerned.

A place in the school's nursery does not guarantee a place in the school's reception class.

Children who have Statements of Special Educational Needs will be given a place at our school if the school is named in the child's statement.

When demand exceeds places the following criteria for admission will be applied by the Governing body in this order: -	
1	The needs of Children in Public Care will be considered as the highest priority.
2	Children with brothers/step-brothers, sisters/step-sisters on St. Stephen's school role on 1st September in the year of admission.
3	Regular attendance at worship at St. Stephen's Church by the child or the parent/carer. Regularly is defined as a minimum of 12 times per year.
4	Residence in St. Stephen's parish where either the child or their parent/carer regularly attends worship services at other churches/places of worship. Regularly is defined as a minimum of 12 times per year.
5	Children who have been baptised in the Church of England and live in St. Stephen's parish. [Maps of the Parish boundaries are available on request]
6	Children who have been baptised in the Church of England but live outside St. Stephen's parish.
7	Children who live in St. Stephen's parish.
8	All other children.

If there is an application which involves shared parenting. The home address shall be deemed to be the address of the parent to whom child benefit is paid.

If there is over-subscription in any category, places will be offered using a straight line distance measurement 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 to the school on this basis will receive the higher priority.

Multiple Births

Where twins, triplets etc. or other children born within the same school year might be split when allocations take place, and there are too few places available at the school to accommodate them all, the governors will inform the Local Authority which may consult with the parent to consider whether all the siblings can be offered a place at the same alternative school (which may not be a preference school named on the CAF) or whether the parents can be offered places at two or more schools with a view to the parent deciding which child will take up which offered place.

If this consultation fails to resolve the issue then the Admissions Committee will use random allocation to decide which of the children can be offered a place.

Application Deadlines

Applications for places received after the closing date will be treated as late applications. The Local Authority will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications received on time.

Waiting List

The school will hold a waiting list for the first term after the normal admission round i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy.

Deferred Admissions

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

Right of Appeal

If an application for admission has been turned down by the Governing Body, parents may appeal to an independent Appeals Panel. This appeal must be sent in writing to the Admissions Team of the Local Authority. Parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

The Local Authority co-ordinates all admissions including in-year applications.

BURY CHURCH OF ENGLAND HIGH SCHOOL

The Governors are responsible for admissions to the school in agreement with the Manchester Diocesan Board of Education and the Local Authority. Each year the school will admit a total of **156** pupils to Year 7. All admissions must be dealt with by the Local Authority with effect from September 2010.

ELIGIBILITY FOR ADMISSION

All pupils of transfer age are eligible for admission into Year 7. All pupils are admitted without reference to a child's ability and aptitude. All children having a Statement of Special Educational Needs in whose statement the school is named will be admitted.

CRITERIA FOR ADMISSION

When the number of applicants exceeds the number of remaining places available, places will be allocated in order of priority as follows:	
1	Children in Public Care
2	Children whose medical or social circumstances mean that their needs can only be met at this school. Where such an admission is sought, professional supporting evidence e.g. from a doctor, psychologist or social worker is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school
3	Children who attend public worship regularly with their parent(s) at a Church belonging to Churches Together in Britain and Ireland (CTBI) or a local grouping of Churches Together. Points will be given based on information supplied by parents and confirmed by the Church minister/official to enable prioritisation with priority being given to those having the higher attendance. Where a single place remains and there is more than one applicant with similar points, score priority will be given first to the applicant who has an older sibling in Year 8 at the time of admission with a lower priority being given to applicants with siblings in Years 9, 10 and 11. If more than one applicant satisfies the requirement the place will be awarded on the basis of home to school distance (see Note A below). Sibling includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart
4	Any other children, firstly those with brothers or sisters on the school roll in the September for which admission is sought, secondly on the basis of home to school distance (see Note A below)

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.

A list of all applications prioritised by the Governors' Admissions Committee in accordance with the above criteria will be passed to the Bury Local Authority Admissions Team who will allocate places according to parental choices of High Schools in co-ordination with other Local Authorities. Refused places will be re-offered in prioritised list order. The list will be retained until the end of the first term of the academic year and be used to top up places whenever the number on roll falls below 156.

NOTES

A. HOME TO SCHOOL DISTANCE

If there are a number of applications with equal points scores under Criterion 3, places will be offered using a straight line distance measurement 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), with nearer addresses having priority over the more distant ones.

B. MULTIPLE BIRTHS

If the situation occurs where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places.

C. NORMAL RESIDENCE

Where parenting is shared, the normal residence will be taken as that to which Child Benefit is paid.

D. WAITING LIST

Where we have more applications than places, the admission criteria will be used. Children who are not admitted will have their names placed on the waiting list in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applications for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it will be possible that a late application for a child may have a higher priority than one who has been on the waiting list for some time. If a place

1 point	2 points	3 points	4 points	5 points	6 points	7 points	8 points
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Note: Please only provide data here for parents/guardians, not attendance with any other relative or person as the Schools Adjudicator has advised that this would be discriminatory and must not be used.

For how many years has this attendance been sustained? _____ years.

If attendance has varied from year to year please state attendance clearly for each year during the past five years to enable accurate point scores to be calculated.

- If you wish exceptional medical or social needs to be taken into account please say what these are in this section and supply written professional evidence to support your application securely stapled to this document.

Signed: _____ Parent/Guardian _____ Parent/Guardian
 _____ (Please print) _____ (Please print)

Your vicar/priest/minister or church officer should now complete PART B of this Form.

After completion you must return SIF parts A and B to The Admissions Committee, Bury Church of England High School, Haslam Brow, Bury, Lancashire BL9 0TS. If you are seeking a place under Oversubscription Categories 1, 2 or 4, you should return Part A with the personal information completed and Part B blank. If returning by post in an A4 envelope PLEASE USE A LARGE SIZE STAMP as the Post Office will not deliver underpaid mail.

PLEASE NOTE: Governors may contact clergy, church officials and those writing supporting letters to confirm the validity of the information given. The provision of incorrect information could prejudice any offer of a place.

Individual point scores to enable prioritisation will be calculated as follows:

- Establish child's points score from the frequency of child's church attendance each year. (Scored 0 to 8 points maximum per year).

If this figure is the same each year, multiply the points score by the number of years sustained in the last 5 years to give child's total points. If attendance has varied over this period, the point score for each year will be added to give the total score.

- Establish parent/guardian points score from the frequency of parent/guardian church attendance with the child each year (only one parent/guardian counted for scoring purposes). (Scored 0 to 8 points maximum per year).

If this figure is the same each year, multiply the points score by the number of years sustained in the last 5 years to give parent/guardian total points. If attendance has varied over this period, the point score for each year will be added to give the total score.

- Add scores together for both child and parent/guardian to give Total Point Score.

Example calculations:

Child attending church 32 times each year for 3 years: 6 points x 3 yrs = 18 points.

plus attending church 40 times each year for 2 years: 7 points x 2 yrs = 14 points.

Parent/Guardian attending church 32 times each year for 5 years

6 points x 5 yrs = 30 points.
 Total Point Score 62 points.

Child attending church 30 times each year for 4 years: 5 points x 4 yrs = 20 points.

Parent/Guardian attending church 30 times each year for 5 years:

5 points x 4 yrs = 20 points.
 Total Point Score 40 points.

(N.B. Only 4 years used as parent multiplier because attendance must be with the child).

The maximum points score possible = 80 points.

Supplementary Information Form BCE2012 Part B

Confirmation of data given in Part A by parent(s)/guardian(s) by vicar/priest/minister/church officer. The person signing this form as a referee should not also be involved in the admissions procedures of the school and if they are they must declare a personal interest.

Surname of child: _____ Christian or forename: _____

Names of Parent(s)/Guardian(s): _____

Address: _____

Post Code: _____

Place of worship the child and one (or both) of the parents/guardians regularly attends:

Name of place of worship: _____ Denomination: _____

Address: _____

1. I confirm that the above child has attended worship at church or Sunday school for:

Attendances per year

0	1 to 6	7 to 12	13 to 18	19 to 24	25 to 30	31 to 36	37 to 42	43 to 48
	1 point	2 points	3 points	4 points	5 points	6 points	7 points	8 points

Number of years this attendance has been sustained: ____ Years

If attendance has varied from year to year please confirm attendance each year during the past five years to enable accurate point scores to be calculated.

2. I confirm that one or both of the parents/guardians has attended worship with the child for:

Attendances per year with the child

0	1 to 6	7 to 12	13 to 18	19 to 24	25 to 30	31 to 36	37 to 42	43 to 48
	1 point	2 points	3 points	4 points	5 points	6 points	7 points	8 points

Please only provide data here for parents/guardians, not attendance with any other relative or person as the Schools Adjudicator has advised that this would be discriminatory and must not be used.

Number of years this attendance has been sustained: ____ Years

If attendance has varied from year to year please confirm attendance each year during the past five years to enable accurate point scores to be calculated.

PLEASE INITIAL IN THE APPROPRIATE BOX ABOVE IN EITHER OR BOTH CASES AND CLARIFY YOUR ATTENDANCE FIGURES IF THEY ARE AT VARIANCE WITH PARENTS.

Signed: _____ vicar/priest/minister/church officer

Please print name: _____ Date: _____ Office held: _____

Address: _____
 Post Code: _____ Telephone No: _____ Mobile No: _____

ST. GABRIEL'S R.C. HIGH SCHOOL SPECIALIST SCIENCE COLLEGE

St Gabriel's is a Roman Catholic Secondary 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 has set its planned admissions number at **209**.

The Governors recognise that the first responsibility of the school is to serve the Roman Catholic community for which it has been established. This is focused on designated parish communities and the Roman Catholic primary schools that are partners in providing for those communities. In establishing this over-subscription criteria the Governors have also taken full account of the Code on admissions produced by the Department for Children, Schools and Families (DCSF) and the emphasis placed on supporting children in public care. Those children with a statement of special educational needs will be automatically admitted if we are the named school.

The parish communities serviced by the school are: -	The associated primary schools are: -
Guardian Angels', Bury	Guardian Angels', Bury
St Hilda's, Tottington	Our Lady of Lourdes, Bury
St Joseph's, Bury	Holly Mount, Tottington
St Joseph's, Bury (which includes the former St Bede's parish)	St Joseph & St Bede, Bury
St Joseph's, Ramsbottom	St Joseph's, Ramsbottom
St Marie's, Bury	St Marie's, Bury

Admission to the school will be made by the Governing Body in accordance with the stated parental preferences it receives and 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.

a	Roman Catholic children who are in public care.
b	Roman Catholic children living in a contributory parish. Maps of the contributory parishes are available at St Gabriel's RC High School.
c	Roman Catholic children attending an associated Roman Catholic Primary School.
d	Other Roman Catholic children who have a brother or sister at the school.
e	Other Roman Catholic children in maintained Roman Catholic Primary Schools.
f	Roman Catholic children in other maintained primary schools.
g	Other children who are in public care.
h	Children with exceptional needs (see note 4).
i	Other children.

Footnotes:

- All applicants will be considered at the same time and after the closing date for admissions, which is 31st October 2011.
- If any of the categories (a), (b), (c), (d), (e), (f) or (g) is over-subscribed, places will be allocated by the Governors by reference to subsequent categories in order. For example, if category (a) is over-subscribed, children who satisfy both categories (a) and (b) will have priority over children who satisfy only category (a).
- If there is over-subscription in any category, places will be offered using a straight line distance measurement 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).
- The Governing Body will consider the admission of children with proven and exceptional medical or social needs where admission to the school might best help satisfy those exceptional needs, for example, if the school is adapted to accommodate physically handicapped pupils and such a pupil seeks admission. Parents are asked to explain in writing why St Gabriel's is more suitable than any other school and must provide professional evidence to support their case.

5. Sibling – a brother or sister will be defined as a sibling who resides in the same residence as a pupil who occupies a place in the school, if the sibling will still be in attendance at the date of admission of the applicant.
6. 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 three triplets will be offered places.
7. The Governors will require evidence in support of a claim that the child is a Roman Catholic.
8. The school will hold a waiting list for the first term after the normal admission round, i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy.
9. Applications received after the closing date will be treated as late applications and will only be accepted if there is a genuine reason.
10. All admissions will be dealt with by the Local Authority.
11. Appeals – if an application for admission has been turned down by the Governing Body, parents can appeal to an independent Appeals Panel. The appeal must be sent in writing to the Admissions Team at the Local Authority. The parents must give their reasons for appealing in writing and the Appeals Panel decision is binding on the Governors.

ST. MONICA'S R.C. HIGH SCHOOL SPECIALIST LANGUAGE COLLEGE

St. Monica's R.C. High School is a Roman Catholic Secondary School provided by the Diocese of Salford and is maintained by the Bury 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, 2012 the Governing Body has set its planned admissions number at **210**.

The Governors recognize that the first responsibility of the school is to serve the Roman Catholic community for which it has been established. This is focused on designated parish communities and the Roman Catholic primary schools that are partners in providing for those communities. In establishing their oversubscription criteria the Governors have also taken full account of the Code of Practice produced by the Department for Education and Skills and the emphasis placed on supporting children in public care.

The parish communities served by the school are:	The associated primary schools are:
Our Lady of Grace	Our Lady of Grace
Our Lady of Dolours	St. Philip's
St. Bernadette's	St. Bernadette's
St. Michael's	St. Michael's
St. Mary & St. Philip Neri	St. Mary's

Children with a statement of SEN, that names the school, will be given a place.

Admission to the school will be made by the Governing Body in accordance with the stated parental preferences it receives and 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.

a	Roman Catholic children who are in public care.
b	Roman Catholic children living in a contributory parish and who have completed the Diocesan Sacramental programme.
c	Roman Catholic children attending an Associated Roman Catholic primary school and who have completed the Diocesan Sacramental programme.
d	Other Roman Catholic children who have a brother or sister at the school at the time of transfer and who have completed the Diocesan Sacramental programme.
e	Other Roman Catholic children in Maintained Roman Catholic primary schools and who have completed the Diocesan Sacramental programme.
f	Roman Catholic children in other Maintained primary schools and who have completed the Diocesan Sacramental programme.
g	Other children in public care.
h	Other children.

Footnotes

1. All applicants will be considered at the same time, after the closing date for admission on 31st October, 2011.
2. The Governors will require evidence in support of a claim that the child is a Baptised Roman Catholic and has completed the Diocesan Sacramental programme or equivalent.
3. The Governing Body reserve the right to admit children with proven and exceptional medical or social needs where admission to the school might best help satisfy those exceptional needs: e.g. if the school is adapted to accommodate physically handicapped pupils and such a pupil seeks admission. Parents are asked to explain why St. Monica's is more suitable than any other school and what difficulties would be caused if the child had to attend a different school.
4. **Siblings.** A brother or sister will be defined as a sibling who resides in the same residence as a pupil who occupies a place in the school, if the sibling will still be in attendance at the date of admission of the applicant.
5. **Parish Boundaries.** Parents should check carefully whether they are resident within the parish boundary of one of the designated parishes. Maps illustrating these boundaries are available in the information provided by the primary schools and at this school.
6. **Shared Parenting.** Where a child lives with parents with shared responsibility, each for part of the week, the home address will be decided by using the address on the Child Benefit payment book.
7. **Waiting List.** St. Monica's operates a waiting list for one term in the academic year of admission, in accordance with published criteria.
8. **Multiple Births** 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 three triplets will be offered places.
9. **Tie Breaks.** If there is a tie break decision e.g. only one place left in category (f) and four children fulfil the criteria for category (f), then the tie break will be decided by using a straight line distance measurement 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).
10. **Late applications.** Late applications can only be considered in accordance with the policy. Further offers can not be made if the school is oversubscribed.
11. **Appeals.** In 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 14 days of refusal. The parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
12. With effect from September, 2010, all admissions will be dealt with by the Local Authority on behalf of the Governing Body.

ST. MONICA'S SIXTH FORM

St. Monica's R.C. High School is a Roman Catholic Secondary School provided by the Diocese of Salford and is maintained by the Bury 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 2012 the Governing Body has set its planned admissions for the sixth form at **150**.

The Governors recognize that the first responsibility of the sixth form is to serve the Roman Catholic community for which it has been established. This is focused on designated parish communities and the Roman Catholic schools that are partners in providing for those communities. In establishing their oversubscription criteria the Governors have also taken full account of the Code of Practice produced by the Department for Education and Skills and the emphasis placed on supporting children in public care.

We also welcome applications from students interested in continuing their education in a Christian environment with the emphasis on educational excellence and opportunity, moral and spiritual values and the importance of the care and development of the individual student.

a	Baptised Roman Catholic students who are in public care.
b	Baptised Roman Catholic students attending St. Monica's Specialist Language & Applied Learning College.
c	Baptised Roman Catholic students attending a Catholic school.
d	Baptised Roman Catholic students attending other schools.
e	Other students in public care.
f	Other students.

Catholic students from Bury and the surrounding area will usually be given a place, providing that their application form is received by the closing date and the College has a suitable course for them.

However, students should be aware that places may be limited by availability on certain courses. In offering places we will take into account the following:

- A formal meeting, which will concentrate on the course you have chosen and whether St. Monica's sixth form is suitable for you
- Your application form
- Information which your High School has provided
- The date of receipt of application for, if after the closing date
- A commitment to the College community
- An acceptance of the student/college agreement

Footnotes

1. All applicants will be considered at the same time, after the closing date for admission. (31st January, 2012)
2. Appeals. In 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 14 days of refusal. The parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
3. The Governing Body expect that all students specifically selecting a Catholic sixth form education will wish to be fully involved in the ethos and spiritual life of the college, and in achieving the aims set out in its Mission Statement.

THE FOLLOWING POLICIES ARE FOR INFORMATION ONLY. THEY WERE RATIFIED FOR 2011, HAVE NOT CHANGED FOR 2012 AND ARE THEREFORE NOT SUBJECT TO CONSULTATION

Bury and Whitefield Jewish Primary School

School Mission Statement

Bury and Whitefield Jewish Primary School is committed to providing a caring, welcoming and secure environment, in which children feel a sense of belonging, all children are motivated to work to the best of their ability and where the unique needs and achievements of each child are recognised. We aim to provide a curriculum which is balanced and in line with statutory requirements.

Parents are made aware on application that Bury and Whitefield Jewish Primary teaches and supports a traditional Jewish ethos with a promotion of Jewish values, the State of Israel and the celebration of Jewish worship. Children learn to read Hebrew and prayers are recited in Hebrew. Religious Jewish Studies and whole school ethos are used to instil a love and understanding of Jewish Faith and Israel; to encourage a meaningful Jewish life and identity.

The school takes initial enquiries for entry to nursery and school and welcomes Parents to visit. All admissions to school are dealt with by the local authority. Forms are sent to you in January of the September that your child starts school with a closing date for submission.

Admission

The admission number for the school is set at **30**. Reception intake varies according to the birth rate of the Jewish community. 2010 intake was 23 and all were successful in their application.

There will not be selection for admission to the school by ability, aptitude or need for support because a child has special educational needs.

Priority will be given to children of families who have an involvement and association with Jewish affairs and traditional Jewish life.

If a child has a Statement of Special Educational Needs, and our school is named, then a place will be offered to that child.

Over subscription

In the event that the number of applications received exceeds 30, priority will be given to:-	
1	Looked after children* with Jewish criteria as referred to above.
2	Siblings** with Jewish criteria as referred to above, of children already in school.
3	Other looked after children.*
4	Children considered to have highly exceptional medical needs. ***
5	Other children.

Note :-

*Looked after children, children in care, children in public care, are defined by section 22 of the Children Act 1989. In relation to school admissions a looked after child is only considered as such if the LA confirms he or she will be in public care when he or she is admitted to school.

**siblings includes brothers, sisters, twins, stepbrothers and stepsisters, half brothers and half sisters and others living permanently in the household.

***Parents need to explain why Bury and Whitefield is a more suitable school and what difficulties would be caused if your child had to attend a different school. Evidence will be looked at objectively. A place in the school nursery class does not guarantee a place in the school's Reception class.

Bury and Whitefield, being a Jewish School, has an intake from all areas of Manchester but if there is over-subscription in any category, places will be offered using a straight line distance measurement 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 to the school on this basis will receive the higher priority.

Applications received after closing date will be treated as late applications. The LA will only accept applications after this date if there is a genuine reason for doing so. Late applications will be considered after those applications received on time.

Waiting List

The school will hold a waiting list for the first term after the normal admission round- September to December. If places come available, they will be offered in accordance with the school's admission policy.

Multiple births

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 three triplets will be offered places, except where this would breach infant class size legislation.

Right of Appeal

If any application 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 Admission team of the Local Authority. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

Admission Arrangements for children who come to school midyear or move school

Children will be accepted into school on the normal procedures set out above taking into consideration the statutory over subscription criteria.

Induction in the Summer Term

For those who have been offered a place and accepted that place, there will be invitations for children and parents. There will be an induction meeting in May/June to meet your class teacher and Jewish Studies teachers and learn about the Foundation Stage and Jewish Studies Curriculum. In addition, children will have an opportunity to meet their new teachers and familiarise themselves with their new classroom.

Deferred Admissions

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

Please note: Attending this school does not confirm Jewish Status as defined by the Chief Rabbi's Office.

CHRIST CHURCH CE PRIMARY SCHOOL, WALSHAW

Admissions to Christ Church C.E. (Aided) Primary School are the responsibility of the Governors, in agreement with the Diocesan Board of Education and Bury Local Authority. With effect from September 2010, it is statutory for **all** admissions, including in-year requests for entry into the school to be co-ordinated by Bury LA.

The standard number agreed for admission to the Reception Class is **35**.

Responsibility for admissions is delegated to the Governors Admissions Panel. Up to the admission number all applications will be accepted.

If a child has a Statement of Special Educational Needs and our school is named on the Statement then that child will be offered a place.

If applications exceed the admission number, the Governors Admissions Panel will meet and children will be admitted (up to the admission number) according to the following criteria, applied in order:	
1	Children in public care (Looked after children).
2	Children whose medical or social circumstances mean that their needs can only be met at this school.
3	Children whose parent(s)/guardian(s) are in regular attendance at Christ Church, Walshaw.
4	Children whose parent(s)/guardian(s) are in regular attendance at a church which is a member of Churches Together in Britain and Ireland, or a local Churches Together organisation.
5	Children who will have an older brother or sister attending the school at the time of their admission.
6	Those living in the Parish of Christ Church, Walshaw.
7	Any other children.

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.

Applications received after the published closing date will be treated as late applications. The LA will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications that are received on time.

The school will hold a waiting list for the first term after the normal admission round, i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy.

Notes:

A. Regular attendance is normally taken to mean a minimum of fortnightly attendance at church at public worship for at least the year prior to 1st September in the year before admission to the school. Evidence of regular attendance of parent(s)/guardian(s) must be provided by a member of the clergy or other designated church officer on the form provided.

B. If there is over-subscription in any category places will be offered using a straight line distance measurement 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 to the school on this basis will receive the higher priority.

C. The Governors will follow the LA policy when making decisions regarding a child's residence. For example, where shared parenting arrangements are in place, the home address will be decided by using the address to which the Child Benefit is paid.

D. Where admission is sought under special medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.

E. 'Brother' or 'sister' includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart. If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins and the three triplets will be offered places, except where this would breach infant class size legislation.

F. A place in the school's nursery does not guarantee a place in the school's reception class.

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original

application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

RIGHT OF APPEAL: 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 Admissions Team of the Local Authority. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

Christ Church Primary School, Walshaw

SUPPLEMENTARY INFORMATION form (A) – To be completed by Parent(s)

Child's Surname First names

Date of birth Boy Girl

Name of parent(s)

Address

.

Post code

Telephone Mobile

Place of worship one (or both) of the parents regularly attends:

Name of place of worship

Address

.

Name of vicar / priest / minister / faith leader.

Address

.

Post code

Telephone

Worship attendance:

I can confirm that I have attended worship at the above church at least fortnightly for the past year.

SIGNED.....Parent/Guardian

Your faith leader will be contacted in order to confirm this information.

Christ Church Primary School, Walshaw

SUPPLEMENTARY INFORMATION FORM (B) – Reference from Church Leader

Child's Surname First names

Name of parent(s)

Address

.

.

Post code

Telephone Mobile

Place of worship one (or both) of parents regularly attends:

Name of place of worship

Address

.

Name of vicar/priest/minister/church officer

Address

.

.

Post code Telephone

I confirm that one (or both) of the parent(s) named above have attended this church at least fortnightly for the past year.

SIGNED..... Vicar/minister/church officer DATE.....

Please return directly to the Clerk to Admissions Committee, Christ Church Primary School, Church Street, Walshaw, Bury, BL8 3AX in the enclosed self-addressed envelope.

EMMANUEL HOLCOMBE CE PRIMARY SCHOOL

The school governors follow the practice in Bury of admitting all pupils to the Reception age group in the September following their fourth birthday. Up to the intake number (**16**) all applications will be accepted.

In line with the Education Act 2002, and as is the case for all maintained schools in England and Wales, priority must be give to Looked After Children and to children with a Statement of Special Education Needs naming the school.

The following list is the criteria followed by our Governing Body when viewing admissions for the next academic year:

1	Children in public care. Where the admission number is reached within this category, then distance will be the final determining factor.
2	Brothers/half-brothers/stepbrothers and sisters/half-sisters/stepsisters of children living in the same household who will also be in school in the September when admission is sought. In the case of families with shared-parenting, "living in the same household" will be decided by the address of the parent to whom the child benefit is paid. 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 three triplets will be offered places, except where this would breach infant class size legislation.
3	Children of parents who are involved in the work and worship of any church in the Parish of Holcombe and Hawkshaw. "Parental involvement" is defined as at least one parent attending church at least monthly for a period of at least 12 months preceding formal application. Confirmation from the Rector will be sought.
4	Children of parents who are involved in the work and worship of any other church. "Parental involvement" is defined as at least one parent attending church at least monthly for a period of at least 12 months preceding formal application. Confirmation from will be sought from the relevant faith leader.
5	Any other children.

Notes

- Applications received after the closing date will be treated as late applications. The LA will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those application received on time.
- Should there be a situation where 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 Admissions Team of the Local Authority. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- If there is over-subscription in any category, places will be offered using a straight line distance measurement 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 to the school on this basis will receive the higher priority.
- The school will hold a waiting list for the first term after the normal admission round, i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy.
- Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

As a school we welcome parents of prospective pupils to visit our school at any time, by arrangement with the Headteacher. We also hold an annual Open Day.

GUARDIAN ANGELS' RC PRIMARY SCHOOL

Guardian Angels is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Bury Local Authority as a voluntary aided primary school.

The school's governing body is the admission authority and is responsible for taking decisions on applicants for admission. For the school year commencing 2012/2013 the governing body's planned admission number is **30**.

'The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for, and be considered for, a place here.'

Special Needs

As required by law all children with a Statement of Special Educational Needs naming the school will be admitted before the application of the oversubscription criteria.

SUPPLEMENTARY INFORMATION FORM

Applications for a place in reception at September 2012 must be made on the Common Application Form (CAF) issued by Bury LA and returned to the school by the date specified by Bury LA. Parents who wish to seek priority under any criterion that requires additional evidence should also complete the school's Supplementary Information Form (SIF) and return it at the same time.

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

1	Baptised Roman Catholic children in public care.
2	Baptised Roman Catholic children resident in the area of Our Lady of Good Counsel and Guardian Angels' parish allocated to Guardian Angels' school, with a brother or sister in the school at the date of admission.
3	Baptised Roman Catholic children resident in the area of Our Lady of Good Counsel and Guardian Angels' parish allocated to Guardian Angels' school.
4	Baptised Roman Catholic children with a brother or sister in the school at the time of admission.
5	Baptised Roman Catholic children resident in Our Lady of Good Counsel and Guardian Angels' parish.
6	Other baptised Roman Catholic children.
7	Other children in public care.
8	Other children.

PRIMARY NOTES

a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: Chair of governors, other members of the community committee including the parish priest and headteacher.

b) 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.

c) Parents must complete a common application form and express 3 preferences for primary school admission. The closing date for all applicants is 15 January 2012. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.

d) Parents will be informed of the governors' decision by Bury LA on 20th April 2012. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.

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

f) Parents should check carefully whether they are resident within the parish boundaries of Our Lady of Good Counsel and Guardian Angels. A Map illustrating parish boundary is available from school.

g) All applicants resident in the parish of Our Lady of Good Counsel and Guardian Angels will be required to provide proof of address, by supplying an original, up-to-date, utility bill or family credit book.

- h)** 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 One of more than 30 children.
- i) Exceptional Needs** – Children for whom the governors accept that there are exceptionally strong medical, social or welfare reasons associated with the child and/or family, which are directly relevant to the school concerned. Supporting professional evidence will be required. This may be from whatever sources/s the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services.
- j)** If in any category there are more applications than places available, priority will be given on the basis of a 'straw poll'.
- k)** Where a child lives with parents with shared responsibility, each part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.
- l)** The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children, adopted children and children of the parent/carers partner in the same household. The governing body will give special consideration to twins or triplets etc to prevent breaking the sibling link. However, the governing body must comply with maximum class size of 30 children.
- m)** If the school is oversubscribed, a waiting list will be maintained for the full autumn term in the academic year of admission. It will be ordered according to the admission oversubscription criteria.
- n)** Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, 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. Parents will be expected to provide a reason/s for the late application. If this is not exceptional the application will be dealt with after all others have been dealt with.
- o)** Parents are asked to read and confirm receipt of the Governors' published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- p)** 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 14 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. The outcome of the appeal is binding on the parents and on the governing body.
- q)** Twins/Triplets etc. Where there are twins wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible. If places for twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins, then the Local Authority's system for a random draw will decide which pupil receives an offer.
- r)** Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

**GUARDIAN ANGELS'
SUPPLEMENTARY INFORMATION FORM**

Parent's name		
Child's surname	Christian names
Date of birth		
Address		

Post code	Telephone number
Please confirm that your child is a baptised Catholic: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Place of baptism		
Parish community in which you live/worship?			

A copy of the baptismal certificate must be given to the school with this form.

Signed (Parent/Carer)	Date
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Please complete this form if you wish your child to be considered under the faith criterion, and return it to Guardian Angels' Primary School, Leigh Lane, Bury, B18 2RH.

HOLLY MOUNT ROMAN CATHOLIC PRIMARY SCHOOL

This is a Voluntary Aided School. Admission to the school is the responsibility of the Governors. The school's admission policy is shown below.

Holly Mount Roman Catholic Primary School is a school provided by the Diocese of Salford and is maintained by the Bury LA as a Voluntary Aided School.

The school's Governing Body is the Admission Authority and is responsible for taking decisions on applications for admission. For the school year commencing September 2012 the Governing Body has set its planned admission number at **45**. Applications for all school admissions are submitted via the LA.

If a child has a Statement of Special Educational Needs, and this school is named on the Statement, a place will be offered to the child.

Admission to the school will be made by the Governing Body in accordance with the stated parental preferences it receives and subject to the following set of criteria which will be used to form a priority order for admission. All 1st, 2nd and 3rd preferences will be considered equally.

A	Baptised Roman Catholic children who are in public care.
B	Baptised Roman Catholic children who are resident in the Parish of St Hilda's, Tottington.
C	Other children who are in public care.
D	Children who will have a brother or sister attending the school at the time of admission.
E	Other baptised Roman Catholic children in order of proximity to the school.
F	Other children in order of proximity to the school.

Footnotes:

1. All applications will be considered at the same time after the closing date for admission which is 15th January 2012.
2. Each Roman Catholic applicant will be required to produce a certificate of baptism.
3. Parents should check carefully whether they are resident within the Parish boundary of St Hilda's. This information can be provided by the Parish or the school.
4. It is the duty of the Governors to comply with class size limits at Key Stage 1. This means that the school cannot operate classes in KS1 of more than 30 children.
5. If there is over-subscription in any category, places will be offered using distance from home to school as a criterion. The distance will be measured using the Local Authority's

computerised mapping system, which uses the ordnance survey integrated network. The route will be measured using a straight line from the point on the highway nearest to the centre of the house to the mid-point of the school.

6. **Siblings** – For the purpose of admission, a sibling link is defined as a brother or sister or step brother/sister residing at the same address as a pupil who occupies a place in the school.
7. **Shared parenting** – Where a child has parents with shared responsibility and lives with each for part of the week, the home address will be decided by using the address on the Child Benefit payment book.
8. Late applications can only be considered in accordance with the Policy. Further offers cannot be made if the school is oversubscribed.
9. 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 Admissions Team of the Local Authority. The parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
10. Waiting list - the school will hold a waiting list for the first term after the normal admission round in September - December.
11. 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 three triplets will be offered places, except where this would breach infant class size legislation.

HOLY TRINITY CE PRIMARY SCHOOL

For children who reach their 5th birthday during the School Year beginning September 1st the following information applies:

The Governors intend to admit **30** children to the Reception Class and applications must be made by the end of the previous Spring Term.

Parents are advised to remember that a place in the school's nursery provision does not automatically guarantee a place in the school's reception group.

The Governors will consider all the applications received and, in the event of there being more than the stated admission number of 30, the following criteria will apply in the order shown below: -

It is to be noted that children with a Statement of Special Educational Need will be given a place at this school if the school is named in the child's Statement.	
1	Children in public care (Looked After Children).
2	Children whose families can demonstrate a regular/strong worshipping commitment to a Church of England Church.
3	Children whose families can demonstrate a regular/strong worshipping commitment to a church affiliated to 'Churches Together in England'. NB. A strong worshipping commitment is defined as regular attendance at a Christian church at least monthly. This must be confirmed by a signed letter from the priest/minister of that church.
4	Children who have brothers and sisters (this includes step brother/sister living at the same address) on the school roll at Holy Trinity at the time of admission.
5	All other children.

Notes

- Where a child has parents with shared responsibility and lives with each for part of the week, the home address that is accepted will be the one that is used for the purposes of claiming Child Benefit.
- If there is over-subscription in any category, places will be offered using a straight line distance measurement 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 to the school on this basis will receive the higher priority.
- *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 three triplets will be offered places, except where this would breach infant class size legislation.*
- *Applications received after the closing date will be treated as late applications. The Local Authority will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications received on time.*

- All admissions will be dealt with by the Local Authority with effect from September 2010.
- The names of unsuccessful applicants will, if requested, be placed on a waiting list at the school in the order that they meet the criteria. The school will hold a waiting list for the term after the normal admission round, i.e September to December.
- Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.
- A parent whose child has been refused admission may make an appeal to an independent Appeals Panel via – The Admissions Team, Athenaeum House, Market Street, Bury, BL9 0BN.

OUR LADY OF LOURDES RC PRIMARY SCHOOL

Our Lady of Lourdes is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Bury Local Authority as a voluntary aided primary school. The school's governing body is the admission authority and is responsible for taking decisions on applicants for admission. For the school year commencing 2012/2013 the Governing body's planned admission number is **20**.

'The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for, and be considered for, a place here.'

Supplementary Form

Applications for a place in reception at September 2012 must be made on the Common Application Form (CAF) issued by Bury LA and returned to the school by the date specified by Bury LA. Parents who wish to seek priority under any criterion that requires additional evidence should also complete the school's Supplementary Information Form (SIF) and return it at the same time.

Admission to the school will be made by the governing body in accordance with the stated parental preferences it receives subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available.	
1	Baptised Roman Catholic children in public care.
2	Baptised Roman Catholic children resident in the area of Our Lady of Good Counsel and Guardian Angels' parish allocated to Our Lady of Lourdes school, with a brother or sister in the school at the date of admission.
3	Baptised Roman Catholic children resident in the area of Our Lady of Good Counsel and Guardian Angels' parish allocated to Our Lady of Lourdes school.
4	Baptised Roman Catholic children with a brother or sister in the school at the time of admission.
5	Baptised Roman Catholic children resident in Our Lady of Good Counsel and Guardian Angels' parish.
6	Other baptised Roman Catholic children.
7	Other children in public care.
8	Other children.
9	Exceptional needs.

As required by law all children with a Statement of Special Educational Needs naming the school will be admitted before the application of the oversubscription criteria.

PRIMARY NOTES

- a) The Governing Body is the admissions authority. The admissions committee is comprised of the following: Parish Priest, Headteacher and Governors.
- b) 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.

- c)** Parents must complete a common application form and express three preferences for primary school admission. The closing date for all applicants is 15 January 2012. All applicants will be considered by the Governors at the same time in a fair way according to the published criteria.
- d)** Parents will be informed of the Governors' decision by Bury LA on 20th April 2012. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- e)** Each Roman Catholic applicant will be required to produce a baptismal certificate.
- f)** Parents should check carefully whether they are resident within the parish boundaries of Our Lady of Good Counsel and Guardian Angels – parents should contact Our Lady of Grace for clarification of the catchment area.
- g)** All applicants resident in the parish of Our Lady of Good Counsel and Guardian Angels will be required to provide proof of address, by supplying an original, up-to-date, utility bill or family credit book.
- h)** 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 One of more than 30 children.
- i) Exceptional Needs**
Children for whom the Governors accept that there are exceptionally strong medical, social or welfare reasons associated with the child and/or family, which are directly relevant to the school concerned. Supporting professional evidence will be required. This may be from whatever sources/s the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services.
- j)** If in any category there are more applications than places available, then priority will be given on the principle of 'drawing lots'.
- k)** Where a child lives with parents with shared responsibility, each part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.
- l)** The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children, adopted children and children of the parent/carers partner in the same household. The Governing Body will give special consideration to twins or triplets etc to prevent breaking the sibling link. However, the Governing Body must comply with maximum class size of 30 children
- m)** If the school is oversubscribed, a waiting list will be maintained for the full autumn term in the academic year of admission. It will be ordered according to the admission oversubscription criteria.
- n)** Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, 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. Parents will be expected to provide a reason/s for the late application. If this is not exceptional the application will be dealt with after all others have been dealt with.
- o)** Parents are asked to read and confirm receipt of the Governors' published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- p)** 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 14 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. The outcome of the appeal is binding on the parents and on the Governing Body.
- q) Twins/Triplets etc**
Where there are twins wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible. If places for twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins, then the Local Authority's system for a random draw will decide which pupil receives an offer.

**OUR LADY OF LOURDES
SUPPLEMENTARY INFORMATION FORM**

Please complete this form if you wish your child to be considered under the faith criterion, and return it to Our Lady of Lourdes RC Primary School, Rudgwick Drive, Bury, BL8 1YA.

Parent's name		
Child's surname	Christian names

Date of birth		
Address		
Post code	Telephone number
Please confirm that your child is a baptised Catholic: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Place of baptism		
Parish community in which you live/worship?			

A copy of the baptismal certificate must be given to the school with this form.

Signed (Parent/Carer)	Date
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PEEL BROW SCHOOL

Peel Brow is a Foundation School owned and managed by a board of Governors but financed directly by Bury Council. The staff and governors believe every child has a rich capacity for intellectual growth and development and our mission is to encourage this capacity in any child entrusted to our care. Admission to the school is the responsibility of the Governors who each year determine the number of pupils to be admitted into our Reception class. For the current academic year, it is intended to admit up to thirty five pupils. From September 2010 all admissions will be dealt with by Bury Local Authority. Parents may care to view the school website at www.peelbrowschool.co.uk.

In order to fully appreciate the facilities and education standards at Peel Brow, parents considering enrolling their children are encouraged to view the school with the Head Teacher.

ELIGIBILITY FOR ADMISSION

Pupils are admitted to the Reception class at the start of the school year in which they attain their fifth birthday. All pupils of appropriate age, wherever they live, are eligible to apply for admission to Peel Brow School. Pupils are admitted without reference to ability or aptitude. Children who have a statement of Special educational Needs will be given a place at Peel Brow if the school is named on the child's statement.

FURTHER INFORMATION

Only if the number of applicants exceeds the number of places available (currently **35**), will the Governors allocate places in accordance with the following published procedures.

OVER-SUBSCRIPTION

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set.	
1	Looked After Children (Children in Public Care.)
2	Where the child has a brother or sister attending the school at the time of admission. This category would include step-siblings living at the same address.
3	Where there are medical grounds for admitting the child. Parents should explain why Peel Brow is more suitable than any other school and what difficulties would be caused

	if the child had to attend a different school. Evidence must be supported by medical professionals.
4	Proximity of the child's home to the school, with those living nearer being accorded the higher priority. In cases of shared parenting, the home address will be taken as the address of the parent to whom child benefit is paid.

Notes

- i) If there is over-subscription in any category, places will be offered using a straight line distance measurement 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 to the school on this basis will receive the higher priority. In cases of shared parenting, the home address will be taken as the address of the parent to whom child benefit is paid.
- ii) In the event of the straight line measurement being equal, lots will be drawn as a tie-break, with the winner being offered a place.
- iii) 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 three triplets will be offered places, except where this would breach class size legislation.
- iv) Applications received after the closing date published by the Local Authority will be treated as late applications. The Local Authority will only accept applications after this date if there is a genuine reason for doing so. Late applications will be considered after those applications received on time.
- v) With effect from September 2010, if Peel Brow is oversubscribed, the School will hold a waiting list for the first term after the normal admission round i.e. September to December. If places become available, they will be offered in accordance with the School's admission policy.
- vi) Government legislation states that a place in the school's nursery class (FS1) does not guarantee a place in the Reception class (FS2)
- vii) Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

RIGHT OF APPEAL

Parents and guardians have the right to appeal to an independent appeals panel should their child be refused a place at Peel Brow School. Parents are only entitled to one appeal for an individual school each year. A re-appeal would only be considered if new evidence became available which could not have been made available at the original appeal hearing.

ST ANDREW'S CE PRIMARY SCHOOL, RADCLIFFE

At St. Andrews's School the Staff and Governors work together to create a happy secure and stimulating environment. We are committed to the provision of a high quality education which enables children to grow and develop within a caring Christian context.

In November, the Governors will invite applications for admission to the main School. Places will be allocated to any child who has a statement of Special Educational Needs and this school is named on the Statement. If sufficient places are available, all other children on our list will be offered a place (i.e. up to the Standard Admission number for St. Andrew's which is **30**).

If the number of applicants exceeds the Standard Admissions Number, applications will be passed to the Admissions Sub Committee who will allocate places in order of priority as follows:	
1	Children in Public Care.
2	Those children for whom some exceptional educational, medical or social need is established.
3	Children whose older brother/sister/stepbrother/stepsister is (at the time of admission of the younger child) a pupil at the school.
4	Children whose parent(s), are involved in the worshipping life of St. Andrew's Church, Radcliffe, and the child who has attended Church or Sunday 'See & Know' (Crèche).
5	Children who, along with their parent(s) are involved in the worshipping life of other Christian (Trinitarian) Churches.

6	Other children from within the Parish up to the agreed Standard Admission number. (If in doubt, please ask the school or Vicar for a list of the streets/roads etc within St. Andrew's Parish). See notes below.
7	Other children from outside the Parish up to the agreed Standard Admission number. See notes below.

Offers of places will be made to parents/carers*, in writing, in April 2012. (This is in line with the arrangements for other local schools).

Where parents/guardians* have not accepted the place offered within 14 days, consideration will be given to families still waiting, according to the criteria listed.

Parents /carers not allocated a place for their child will be notified, in writing, and included with their letter will be details of their right to appeal.

NOTES:

- a. Exceptional educational, medical or social need: - Where admission is sought under exceptional educational, medical or social criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker must be provided, which gives compelling reasons why the child should attend this school rather than any other school.
- b. Regular attendance is normally taken to mean a minimum of fortnightly attendance at church at public worship for at least the year prior to 1st September in the year before admission to the school. Evidence of regular attendance of the parent/carer and the child must be provided by a member of the clergy or other designate church officer on the form provided. **NB** If you have recently changed the Church you attend, please explain in a letter, supported by a letter from the Clergy or Church Leader of your previous church.
- c. Shared Parenting: - Where a child has parents with shared responsibility and lives with each for part of the week, the home address will be taken as the address of the parent to who Child Benefit is paid.
- d. Twins: - Where twins, triplets etc or other children born within the same school year might be split when allocations take place, and there are too few places available at the school to accommodate them all, the Governors will consult with the Local Authority and the parent to consider whether all the siblings can be offered a place at the same alternative school (which may not be a preference school named on the CAF) or whether the parents can be offered places at two or more schools with a view to the parent deciding which child will take up which offered place. If this consultation fails to resolve the issue then the Admissions Committee will use random allocation to decide which of the children can be offered a place.
- e. Oversubscription: - If there is over-subscription in any category, places will be offered using distance from home to school as a criterion. The distance will be measured using the Local Authority's computerised mapping system, which uses a straight line measurement. Those living closer on this basis will receive the higher priority.
- f. Consideration of late applications: - All late applications received prior to 15th January in the year of admission will be considered on the basis of the school's admissions criteria. Any applications received after this date will only be considered if places are available.
- g. Waiting List: - Where we have more applications than places, the Admissions Criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on the waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the autumn term only.
- h. Admissions to the Reception Class are separate to those for the Nursery. Placing a child's name on the School's Register of Interest or 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.
- i. *A guardian is defined as the person with legal responsibility for the child.
- j. 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.

Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the clerk to**

the governors at the school within 14 days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admissions criteria had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

Deferred Entry to School

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and will not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

Updated 22/03/11

St Andrews Church of England (Aided) Primary School, Radcliffe Supplementary Information Form

Please return this form, along with any supporting documentation directly to the Clerk of the Admissions Committee, St Andrews Primary School, Graves Street, Radcliffe, M26 4GE by 15th January 2012.

Child's Surname:
First Name(s)
Name(s) of Parent(s)
Contact Telephone Number:
Address

Criteria for Application:

Children in Public Care (supporting documentation enclosed)	
Child with exceptional Educational, Medical or Social Needs (supporting documentation enclosed)	

(If applying under faith grounds, please ensure this form is countersigned by your vicar/minister)

Any other relevant information:	
Signed:	Date:

Parent /Guardian

To be completed if applying under "faith" criteria:

Applications under the "faith" criteria cannot be considered without completion of this form by your vicar/minister.

Name of Place of Worship
Address of Place of Worship:

Name of Vicar/ Priest/Minister:
Contact Telephone Number of Vicar/Priest/Minister
Address of Vicar/Priest/Minister:

I confirm that the above named parent(s) and child have attended church twice a month for at least the last 12 months prior to January 2012.

Signed:	Date:
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Vicar/Minister/Church officer

ST HILDA'S CE PRIMARY SCHOOL

St Hilda's Church of England Primary is a Voluntary Aided School. Admission to the school is the responsibility of the Governors. This admission policy has been agreed with Bury Local Authority and the Manchester Diocesan Board of Education.

St Hilda's Church of England Primary School welcomes children of all faiths and abilities to join our learning experience. However should the school be oversubscribed the following "Admissions Policy" will come into effect.

ADMISSIONS POLICY ~ 2012

Children with Statements of Special Educational Needs will be given a place at our school, if the school is named on their statement.

The admission number for 2012 is **20**.

Admission 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.	
1	Children in public care.
2	Children who have siblings (see note c) on roll at the time of admission.
3	Baptised Church of England children who are resident in the Parish of St Hilda's. (See note d).
4	Children who are resident in the Parish of St Hilda's. (See note e).
5	Baptised Church of England children who are resident in another Parish. (See note d).
6	Baptised Children (Including Infant Dedication) of Christian families. (See note f).
7	Other children.

Notes

- All applicants will be considered at the same time by the Governing Body, regardless of whether or not St Hilda's has been placed 1st, 2nd or 3rd choice by applicants.*
- It is the duty of the Governors to comply with class size limits at Foundation/Key Stage One. This means that the school cannot operate classes in Foundation/Key Stage One of more than 30 children.
- Siblings** – Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parents/carer's partner, and in every case, the child should be living in the same family unit at the same address. The older child must be in attendance at the school in the September when the younger child starts.
- Parents will need to provide a copy of their child's baptism certificate at the time of application.
- Parents should check carefully whether they are resident within the parish boundary of St Hilda's. A map is available within school to help you with this.
- Applies to Baptism/Infant Dedication at Churches who come under the jurisdiction of "Churches Together in England". A list is available in school or from the Churches Together in England website at <http://www.churches-together.net>.
- The Governing Body reserve the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence from a doctor or social worker.

- h) **Shared Parenting** – Where a child has parents with shared responsibility and lives with each for part of the week, the home address will be decided by using the address on the child benefit book.
- i) If there is over-subscription in any category, places will be offered using a straight line distance measurement 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 to the school on this basis will receive the higher priority.
- J) The school will hold a waiting list for the first term after the normal admission round, i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy.
- k) **Deferred Entry to School**
Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and will not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.
- l) 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 within 14 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.

ST JOSEPH & ST BEDE RC PRIMARY SCHOOL

St Joseph & St. Bede is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Bury Local Authority as a voluntary aided primary school. The school's governing body is the admission authority and is responsible for taking decisions on applicants for admission. For the school year commencing 2012/2013 the governing body's planned admission number is **45**. Special Needs - If a child has a statement of special needs naming a specific school there is a duty for the school to admit the child.

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

1	Baptised Roman Catholic children who are in public care.
2	Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in the parish of St. Joseph's Catholic Church.
3	Baptised Roman Catholic children resident in the parish of St. Joseph.
4	Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in another parish.
5	Other baptised Roman Catholic children who are resident in another parish.
6	Other children who are in public care.
7	Other children with a brother or sister attending the school at the time of admission.
8	Other children.

Please note:

- If there is over-subscription in any category, places will be offered using a straight line distance measurement 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)."
- The school will hold a waiting list for the first term after the normal admission round, i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy.
- If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins and the three triplets will be offered places, except where this would breach infant class size legislation.

PRIMARY NOTES

- a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: Chair of governors, parish priest and headteacher.
- b) 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.
- c) Parents must complete a common application form and express preferences for primary school admission. The closing date for all applicants is 15th January 2012. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
- d) Supplementary Form - The supplementary form must only request information relating to the fact of baptism. Any further information usually collected by the school should be requested on admission.
- e) Parents will be informed of the governors' decision by the LA on 13/04/12. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- f) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- g) Parents should check carefully whether they are resident within the parish boundaries of St. Joseph's. Map illustrating parish boundary is available at the school office.
- h) All applicants resident in the parish of St. Joseph's will be required to provide proof of address, by supplying an original, up-to-date, utility bill or family credit book.
- i) 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 One of more than 30 children.
- j) Special Needs - If a child has a statement of special needs naming a specific school there is a duty for the school to admit the child.
- k) 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 determined by the nearest, safest walking routes from the front door of the house to the main entrance door of the school. This will be digitally measured using the LA system (where it operates, otherwise please state how it will be measured).
- l) Where a child lives with parents with shared responsibility, each part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.
- m) The term 'brothers and sisters' will be taken to include step brothers and sisters. Foster children and children of partners living in the same household. The governing body reserves the right to give special consideration to twins or triplets etc to prevent breaking the sibling link. However, the governing body must comply with maximum class size of 30 children.
- n) If the school is oversubscribed, a waiting list will be maintained. This will be ordered according to the admission over-subscription criteria.
- o) Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, 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. Parents will be expected to provide a reason/s for the late application. If this is not exceptional the application will be dealt with after all others have been dealt with.
- p) Parents are asked to read and confirm receipt of the Governors' published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- q) 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 14 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. The outcome of the appeal is binding on the parents and on the governing body.
- r) The school will hold a waiting list for the first term after the normal admission round i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy.

St. Joseph & St. Bede Catholic Primary School, Bury

Supplementary Information Form for Voluntary Aided School

St. Joseph & St. Bede is a Catholic Voluntary Aided Primary School and the governors consider all applications for admission before places are offered with regard to our Admissions Criteria – see reverse side of the this form.

Surname of child:	
First names:	
Date of birth:	
Address:	

Child's religion:		
Date of Baptism:		
Church where baptised:		[If baptised in a parish <i>other</i> than St. Joseph's please supply the baptismal certificate or proof of baptism].
Certificate seen by:		

I/We request a place at St. Joseph & St. Bede R.C. Primary School for my/our child. If any of the above information changes (e.g. change of address) it is your responsibility to inform the school and to amend this form. Please return this application form to school.

Signed: _____ Date: _____

ST JOSEPH'S RC PRIMARY SCHOOL
Serving the Parish of St. Joseph's Church Ramsbottom

St. Joseph's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Bury 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 2012/2013, the Governing Body has set its planned admissions number at – 30.

- Special Needs – If a child has a statement of special needs naming a specific school, there is a duty for the school to admit the child.
- The school will hold a waiting list for the first term after the normal admission round i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy.
- 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 three triplets will be offered places, except where this would breach infant class sizes legislation.

ADMISSION_CRITERIA	
1	Baptised Roman Catholic children who are in public care.
2	Baptised Roman Catholic children who will have an older brother or sister attending the school at the time of admission and resident in the parish of St. Joseph's.
3	Baptised Roman Catholic children who are resident in the parish of St. Joseph's.
4	Other baptised Roman Catholic children in another parish who will have a brother or sister attending the school at the time of admission and are resident in another parish.
5	Other Baptised Roman Catholic children in another parish.
6	Other children who are in public care.
7	Other children with a brother or sister attending the school at the time of admission.
8	Other children

NOTES

- a) The governing body is the admitting authority. The admissions committee is comprised of the following governors: Chair of Governors, parish priest and headteacher.
- b) 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.
- c) Parents must complete a common application form (CAF) and express 3 preferences for primary school admission. The closing date for all applicants is 15/01/12. All applicants will be considered by the governors at the same time in a fair way according to published criteria.
- d) Parents who wish their application to this Roman Catholic school to be considered against the priority faith criteria should also complete the School Admission form. If the school is oversubscribed, failure to complete the School Admission form may result in an application for a place in this school being considered against lower priority criteria, as the governing body will have no information upon which to assess the application on the basis of the applicant's baptism.

- e) Letters informing parents of the governors' decision will be posted by the local authority on 20/04/12. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- f) Each Roman Catholic applicant will be required to produce a copy of their baptismal certificate.
- g) All applicants resident in the parish of St. Joseph's will be required to provide proof of address, by supplying an original up-to-date, utility bill or family credit book.
- h) It is the duty of the governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children.
- i) If there is over-subscription in any category, places will be offered using a straight line distance measurement 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 to the school on this basis will receive the higher priority.
- j) All admissions must be dealt with by the LA from 2010.
- k) Where a child lives with parents with shared responsibility, each part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.
- l) The term 'brothers and sisters' will be taken to include step brothers and sisters. Foster children and children of partners living in the same household. The governing body will give special consideration to twins or triplets etc to prevent breaking the sibling link. However, the governing body must comply with maximum class size of 30 children.
- m) The school will hold a waiting list for the first term after the normal admission round i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy.
- n) 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 criteria. Parents will be notified if a vacancy subsequently arises. Parents will be expected to provide a reason/s for the late application. If this is not exceptional the application will be dealt with after all others have been dealt with.
- o) Any changes to the admission policy will be circulated to all applicants on file for subsequent years.
- p) 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 14 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. The outcome of the appeal is binding on the parents and on the governing body.

St Joseph's RC Primary School
Reception Admissions
Supplementary Information Form

Please complete the details listed below.

Child's Surname: _____

Child's First Name: _____

Date of Birth: ___/___/_____

Address: _____

Postcode: _____ Home Tel. No: _____

Parent's Name: _____ Surname: _____

Emergency Tel. 1. _____ Relationship: _____

Emergency Tel. 2 _____ Relationship: _____

Baptised Roman Catholic? YES / NO Date: ___/___/_____

CHURCH: _____

Address: _____

Telephone: _____

Parish Priest: _____

IMPORTANT Please enclose a copy of your child's Baptismal Certificate with this application.

- If you wish your child to be considered within the RC category, you should complete this form and return it to: Admissions Committee at St. Joseph's RCP School.
- All admissions must be dealt with by the LA.

Signed (Parent/Guardian) _____ Date _____

IMPORTANT

- This form should be returned to school by an adult and not by post.
- You will be asked to sign the Reception Admission Register to record the receipt of your child's Reception Supplementary Admission Form. Thank you

ST MARIE'S ROMAN CATHOLIC PRIMARY SCHOOL

St Marie's Primary School is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Bury Local Education Authority as a Voluntary Aided School. The school's Governing Body is the Admission Authority and is responsible for taking decisions on applications for admissions.

For the school year commencing September 2012, the Governing Body has set its planned admission number at **30**.

'The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for, and be considered for, a place here.'

Applications for a place in Reception at September 2012 must be made on the Common Application Form (CAF) issued by Bury LA and returned to the LA by the date specified.

All admissions to the school will be dealt with 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.

1	Baptised Roman Catholic children who are in public care.
2	Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in the parish of St. Marie's.
3	Baptised Roman Catholic children resident in the parish of St. Marie's.
4	Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission.
5	Other baptized Roman Catholic children.
6	Other children who are in public care.
7	Other children with a brother or sister attending the school at the time of admission.
8	Other children.

Special Needs

Children who have Statements of Special Educational Needs will be given a place if the school is named in the child's statement.

PROOF OF ADDRESS MUST BE PROVIDED WITH ALL APPLICATIONS FOR ADMISSION

NOTES:

- (a) All applicants will be considered at the same time by the Governing Body and after the closing date for admissions.
- (b) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- (c) 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 One of more than 30 children.
- (d) If there is over-subscription in any category, places will be offered using a straight line distance measurement 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 to the school on this basis will receive the higher priority.
- (e) Applications received after the closing date will be treated as late applications. The LA will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those received on time.
- (e) 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.

- (f) **Special Needs**
Children who have Statements of Special Educational Needs will be given a place if the school is named in the child's statement.
- (g) **Exceptional Needs**
Children for whom the Governors accept that there are exceptionally strong medical, social or welfare reasons associated with the child and/or family, which are directly relevant to the school concerned. Supporting professional evidence will be required. This may be from whatever source/s the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services.
- (h) **Sibling** is defined 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.
- (i) 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 three triplets will be offered places, except where this would breach infant class size legislation.
- (i) **Shared Parenting** - Where a child has parents with shared responsibility and lives with each for part of the week, the carers address will be decided by using the address on the Child Benefit payment book.
- (k) If the school is oversubscribed, a waiting list will be maintained for the full autumn term in the academic year of admission. It will be ordered according to the admission oversubscription criteria.
- (l) If an application for admission has been turned down by the Governing Body, parents/ carers can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 14 days of refusal. The parents/carers must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

ST MARY'S RC PRIMARY SCHOOL, RADCLIFFE

St Mary's 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 2012, the Governing Body has set its planned admissions number at **60**.

If a child has a Statement of Special Educational Needs and this school is named on the Statement, a place must be offered.

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.

1	Baptised Roman Catholic children in public care.
2	Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission.
3	Other Baptised Roman Catholic children who are resident in the parish of St Mary's.
4	Other Baptised Roman Catholic children resident in another parish.
5	Other children (Non-Roman Catholic) who are in public care.
6	Other children with exceptional needs.
7	Other children (Non-Roman Catholic children) who have siblings in the school.
8	Other children (Non-Roman Catholic) who are resident in the Parish of St Mary's.
9	Other children.

NOTES:

- (a) All applicants will be considered at the same time and after the closing date for admissions.
- (b) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- (c) Parents/applicants should check carefully whether they are resident within the parish boundary of St Mary's. A map illustrating the boundary is available at the school.
- (d) It is the duty of the Governors to comply with class size limits at Key Stage 1. This means that the school cannot operate classes in Key Stage 1 of more than 30 children.
- (e) If in any category there are more applications than places available priority will be given on the basis of proximity and this will be determined by a straight line distance, as provided by the Local Authority.

- (f) The Governing Body will consider children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence from a doctor or social worker. Parents should explain why St Mary's RC is more suitable than any other school and what difficulties would be caused if the child had to attend a different school.
- (g) 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 14 days of notification of refusal. The date of notification will be two 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.
- (h) Admission arrangements to the Reception Class are separate to those for the Nursery. Attendance at the Nursery does not give any child any guarantee or priority when it comes to consideration by the Governors of applicants for admission to the Reception Class.
- (i) Late applications will be considered according to the date received in school. If two or more are received on the same date the normal priority criteria will be applied.
- (j) In cases of shared parenting, the home address will be taken as the address of the parent to whom Child Benefit is paid.
- (k) For the purpose of this policy the Governing Body will define 'Sibling Link' as a brother and sister or step-brother and sister residing at the same address as well as foster children and children of partners living in the same house. The governing body will give special consideration to twins or triplets etc. to prevent breaking the sibling link.
- (l) The school will hold a waiting list for the first term after the normal admission round, i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy
- (m) 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 three triplets will be offered places, except where this would breach infant class size legislation.

ST PAUL'S CE PRIMARY SCHOOL

With effect from September 2010 all admissions must be dealt with by the Local Authority. However, this does not affect our rights as an Aided School to make the final decisions on admissions.

The standard number agreed for admission to the reception class is **thirty**.

Responsibility for admissions is delegated to the Governing Body admissions committee.

The school will admit all children having a statement of special educational needs, in whose statement the school is named.

When the number of application received is greater than the number of remaining places available, the decision on which children will be admitted will be based on the following criteria.

1	Children in public care (Looked After Children)
2	Children whose medical or social circumstances mean that their needs can only be met at this school.
3	Children who will have an older brother or sister attending the school at the time of their admission (including stepbrothers and sisters, half, fostered or adopted brothers or sisters living at the same address, also full brothers or sisters living apart).
4	Places will be allocated to any child based on geographical proximity.
5	Baptised children whose parents / guardian who is in regular attendance at any of the churches within the parish of the local Anglican Team Ministry.
6	Baptised or dedicated children whose parents / guardian is in regular attendance at a church within the parish which is a member of the churches together organisation.
7	Any other children.

Notes

1. Regular attendance is normally taken to mean a minimum of fortnightly attendance at church, at public worship for at least the year prior to the first of September in the year before admission to the school.

2. Evidence of an infant baptism or dedication of the child and of regular attendance of the parent / guardian must be provided by a member of the clergy or other designated church officer on the form provided.
3. Where there are more applicants for the available places within a category, then distance to the child's normal home front door from the main gate of the school in a straight line measured in a straight line measured on a map will be used as the final determining factor, nearer addresses having priority over more distant ones. The 'normal' home of the child will be taken to be the home in which the child sleeps for the majority of the school week.
4. Where admission is sought under exception medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.
5. 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 three triplets will be offered places, except where this would breach class size legislation.

Waiting List

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name places on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the autumn term only.

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should notify the clerk to the governors at the school within 14 days of receiving the letter refusing the place. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

At the time of ratification, Yesoiday Ha Torah have applied for Academy status. Academy funding agreements require them to participate within local co-ordination schemes.

YESOIDAY HATORAH SCHOOL (MANCHESTER)

1. Yesoiday HaTorah School is a Voluntary Aided School established in 1945, and caters for children from families who are "Charedi", who conduct all aspects of their lives in accordance with strictly Orthodox Jewish Doctrine, as set out in the "Shulchan Oruch" [Code of Jewish Law].
2. The school is maintained by Bury L.E.A.
3. The school's governing body is the admissions authority.
4. For admissions in September for the academic year 2012, the admission number is **60**.
5. Applications are considered without reference to the child's ability or aptitude.
6. 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.
7. Provision of false information will result in the automatic rejection of the application and any place offered shall be withdrawn even if a child has already started school.
8. The school will meet its statutory obligation to admit any child who has a Statement of Special Educational Needs that names the school in the child's statement.
9. If the school is oversubscribed, priority will be given to applicants who meet the school's faith-based oversubscription criterion. The school will give priority to children from "Charedi" families who conduct all aspects of their lives in accordance with strictly Orthodox Jewish Doctrine as set out in the "Shulchan Oruch" [Code of Jewish Law] and in particular as per the "Mehalech HaChaim code". Applicants wishing to be considered for priority in accordance with this criterion should

complete the school's application form as attached to these arrangements, also available from the school and local authority, and return the form to the school by 15 January 2012.

10. In the event of oversubscription, places will be allocated in accordance with the following oversubscription criteria:	
1	A looked after "Charedi" child.
2	Children who will still have siblings in the school when they join the school (note 1)
3	Children from "Charedi" families (note 3)
4	Other looked after children.
5	Other children

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.

Note 1 For the purpose of admission, a sibling link is defined as a brother or sister, half or step brother or sister residing at the same address as the pupil who occupies a place in the school and will be at the school at the time of the applicant's admission.

Note 2 If there is over-subscription in any category, places will be offered using distance from home to school as a criterion. The distance will be measured using the Local Authority's computerised mapping system, which uses the Ordnance Survey integrated network. The route will be measured using a walking distance from the point on the highway nearest to the centre of the house to the mid-point of the school. This route must be paved and have street lights. Those living closer on this basis will receive the higher priority. When the final place in a year group can be taken by two or more children living an equal distance from the school, (for example two children living in the same block of flats) the Local Authority will then use random allocation to decide which of the children can be offered a place.

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 three triplets will be offered places except where this would breach class size initiative legislation.

Note 3 Families are required to produce a reference from the Rabbi of their community or synagogue certifying their degree of practical commitment to "conducting all aspects of their lives in accordance with strictly Orthodox Jewish Doctrine as set out in the "Shulchan Oruch" [Code of Jewish Law] in particular in accordance with the "Mehalech HaChaim Code" which is attached as an appendix to the school's admission form.

11. Any parent whose child is refused a place may appeal that decision and that appeal will be heard by the "school's Admission Appeal Panel". Appeals should be in writing, addressed to the "Clerk to the School Admission Appeal Panel" and made within 7 days of receiving notification that the child has been refused a place.

12. It is the school's policy not to reconsider repeat applications in the same academic year, unless there has been a significant change in circumstances relevant to the application.

**YESOIDAY HATORAH SCHOOL (MANCHESTER)
SUPPLEMENTARY INFORMATION FORM**

SECTION A

Father's or mother's or guardian's name

Child's first name/s Surname

Address: Post Code

Child's Secular Birthday

Applying to start school on

Please enclose a photocopy of the child's Birth Certificate

SECTION B

Name[s] of siblings who will still be in school after this child starts school
.....

SECTION C

In which Shul do you normally daven on Shabbos

ROV

In which Shul do you normally daven during the week

ROV

SECTION D

[Enter name of Parent] certify on behalf of the family that we conduct ourselves in accordance with Strictly Orthodox Jewish Doctrine, as set out in the "Shulchan Oruch" and in particular in accordance with the "Mehalech HaChaim Code.

SECTION E

PARENT'S SIGNATURE

INDEPENDENT CERTIFICATION

SECTION F

1. I, Rabbi of Shul certify that to the best of my knowledge Mr..... of and his family conduct their lives in accordance with strictly Orthodox Jewish Doctrine, as set out in the "Shulchan Oruch" and in particular in accordance with the Mehalech HaChaim Code

Signature Date

OR

2. I, Rebbetzen of Shul certify that to the best of my knowledge Mrs..... of and her family conduct their lives in accordance with strictly Orthodox Jewish Doctrine, as set out in the "Shulchan Oruch" and in particular in accordance with the "Mehalech HaChaim Code.

Signature Date

Note: Should the certification of the Rov or Rebbetzen of your Shul be inappropriate for any reason, please obtain the signatures of an alternative Rov or Rebbetzen who should sign below.

OR

3. On behalf of the father
I, of certify that to the best of my knowledge Mr..... of and his family conduct their lives in accordance with strictly Orthodox Jewish Doctrine, as set out in the "Shulchan Oruch" and in particular in accordance with the Mehalech HaChaim Code.

Signature Date

Tel: or Mobile:

OR

On behalf of the mother
I, of certify that to the best of my knowledge Mrs..... of and her family conduct their lives in accordance with strictly Orthodox Jewish Doctrine, as set out in the "Shulchan Oruch" and in particular in accordance with the "Mehalech HaChaim Code.

Signature Date

Tel: or Mobile:

Appendix

מהלך החיים CODE - Mehalech HaChaim Code

1. Parents accept on themselves to inculcate into their children the need to act and speak in a refined manner at all times.
2. Their parents unequivocally undertake not to have a T.V. at home, nor allow their children to have access to a T.V., and who will ensure that their children cannot access the internet, or have access to other media that could cause moral, social or cultural degradation. Parents undertake not to allow their children to play in a house that has television or unsupervised access to the internet or other unacceptable "entertainment".
3. Children should not be exposed to non-Jewish or any unacceptable films etc by way of DVD, CD or any other means.
4. Whilst we endorse and encourage games and sport amongst children, we do not endorse this developing into a bridge to the outside world of sport e.g. support of a team and being מחשיב sports players. It follows that all types of sport insignia, stickers and cards are strictly forbidden.
5. Fathers and boys overall mode of hair-style, dress-style and colour will be in accordance with the Charedi ethos of the school.
6. Fathers will normally wear a jacket and hat (טלית) for every תפילה
7. Mothers and daughters will dress modestly in accordance with the guidelines set out in לבושה ונהדר from Rabbi Falk שליט"א

DRESS CODE FOR MOTHERS

8. Sheitels should not be too long (about shoulder length).
9. Skirts should be of required length that when sitting the knees are properly covered.

10. Skirts should not be too long that they reach further than the ankles (as a guide 4" – 10" below the knee).
11. Skirts should not have any slits at all (even below the knee).
12. No "faded" material.
13. Clothes should not be partially see through.
14. No writing on clothing.
15. Footwear should be refined.
16. Fashions from the outside world, which are inappropriate, should not be allowed to penetrate our mode of dress and should be avoided at all cost e.g. jagged skirts.
17. Generally, nothing should be worn that is "out of the norm" and thereby eye-catching.
18. Particular care must be taken when wearing snoods etc that no hair should protrude as this is against halocho.
19. Caps and hats should not be worn.

At the time of ratification, Manchester Mesivta have applied for Academy status. Academy funding agreements require them to participate within local co-ordination schemes.

MANCHESTER MESIVTA SCHOOL

Manchester Mesivta is a Voluntary Aided school for boys situated in the Metropolitan Borough of Bury, serving the needs of the Orthodox Jewish residents of the Greater Manchester area. The school seeks to provide a broad and balanced education based on Torah values combined with the National Curriculum.

The school delivers an extensive Yeshiva-orientated Torah syllabus combined with the National Curriculum leading to GCSE and 'A/S' levels. It caters for boys in the age range of 10-16. The independent Manchester Jewish Grammar School continues to offer sixth form studies to Advanced Level on the same site.

The school is suitable for boys who wish to proceed eventually to a Yeshiva and who are thus motivated to achieve a high degree of proficiency in Torah studies as well as an advanced secular standard.

Open Afternoon

All prospective parents and pupils are invited to attend an open afternoon in November when they will be able to tour the school, observe classes and meet with the Principal and Headmaster.

N.B. If you have not returned your local authority application form (CAF), please do so immediately, marking the Manchester Mesivta as your school of preference.

Admissions Policy

The Governing Body seeks to serve boys from Orthodox Jewish families who wish their sons to receive secondary education in a school whose principles and daily life are based on Torah values. Admissions to the school will be conducted in compliance with statutory obligations. Accordingly boys with a Statement of Special Educational Needs that names the school will be given a place at the school.

Admission Number

The number of boys to be admitted into Year 7 at age 11 each year is **40**.

Over-subscription Criteria

In respect of applications on behalf of Orthodox Jewish Boys, the Governing Body takes the expression 'Orthodox Jewish' to mean 'boys whose parents or guardians participate daily in the worship and other observances of an Orthodox Jewish Congregation'. Attendance will be considered on the basis of the parents and child attending for a minimum of 2 years prior to the date of the application.

Applicants should complete the supplementary information form which is obtainable from the school or from Bury Local Authority and return the form to the school by 15th January 2012.

Places will be offered without reference to ability.

In the event of over-subscription, the Governing Body will give priority in oversubscription criteria ii to iv boys whose worship and observances are confirmed by the Rabbi of the Congregation where the family members participate in worship. The oversubscription criteria will be applied in the order set out below, in order to decide which boys to admit:	
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1	Looked after Orthodox Jewish boys;
2	Other looked after boys;

3	Orthodox Jewish Boys with a brother, step brother, half brother or adoptive brother at the school at the time of admission;
4	Orthodox Jewish Boys who have attended either Yesoiday HaTorah (Voluntary Aided) School or Broughton Jewish Cassel Fox (Voluntary Aided) Primary School (or the successors to these schools), with which the Manchester Mesivta has a longstanding association;
5	Other Orthodox Jewish Boys not included in (i) to (iv) above;
6	Other boys.

If there is over-subscription in any category, places will be offered using distance from home to school as a criterion. The distance will be measured using the Local Authority's computerised mapping system, which uses the Ordnance Survey integrated network. The route will be measured using a walking distance from the point on the highway nearest to the centre of the house to the mid-point of the school. This route must be paved and have street lights. Those living closer on this basis will receive the higher priority.

Where the final place can be taken by two or more boys living an equal distance from the school, (for example two boys living in the same block of flats) the Local Authority will then use random allocation to decide which of the boys can be offered a place.

If there is a situation where only one place is available and the next boy to be offered is one of twins or other multiple births, both boys or the brothers of multiple birth will be offered places.

If applications are received after the closing date, they will be dealt with as late applications, and will not be considered until after those applications which were received on time.

Waiting List

The Governing Body will maintain a waiting list of applicants. Boys will be placed on that list in order as determined by the criteria stated above. Places will be offered to boys on the waiting list as vacancies arise in accordance with Bury LEA's arrangements.

General

The school will consult the Bury local authority, neighbouring local authorities and others as required by the School Admissions Code on its admission arrangements. It will establish arrangements for appeals against non-admission with an Independent Appeals Committee. Details of the admissions and appeals arrangements will be published each year.

APPENDIX 4

Co-ordinated Admission Schemes for Bury LA maintained schools for 2012/2013

A. Transfer from Primary to Secondary Schools

- 1 The scheme enables parents of all pupils living within Bury who are transferring to secondary school, to complete one common application form (CAF) expressing up to three preferences for admission to all maintained secondary schools within Bury and in other LA areas. The preferences are to be ranked in preference order, and parents will be asked if they wish to state reasons for their requests. Supplementary forms may be required by voluntary aided or foundation schools. It is the responsibility of the parent to complete both forms. Independent schools are not included in the Scheme.
- 2 An admission pack will be available for parents/carers early in September 2011. The information booklet and the CAF will be available on the website. Online applications will also be accepted.
- 3 The completed CAF must be returned to Bury LA by Monday **31st October 2011**.
- 4 All preferences for Bury secondary schools will be considered equally.
- 5 Bury LA will notify other LAs of preferences for their schools by Tuesday **8th November 2011**, and will receive preferences from other admissions authorities on or around that date. The relevant admission authority, i.e. the LA or the school governors will be responsible for determining who is offered a place.
- 6 Bury LA will notify Bury voluntary aided schools of preferences for their schools by Tuesday **29th November 2011**. The governors of these schools will be responsible for determining who is offered a place.
- 7 The governors of Bury voluntary aided schools will rank all applicants in priority order, including those who cannot be offered a place initially, on their decisions list which will be returned to the LA by Friday **9th December 2011**.
- 8 Bury LA will be responsible for determining who is offered a place at community high schools, in accordance with the published criteria. Bury LA will inform other LAs of offers to be made to their

pupils by Friday **13th January 2012**, and will receive offers from other LAs on or around that date.

- 9 If more than one school place can be offered to one pupil by different admission authorities, a single offer will be made by the home LA for the school which was ranked highest by the parent.
- 10 If a Bury parent cannot be offered a school of their preference, the parent/carer will be notified of this, of their right of appeal, and will be offered a place at the school closest to their home address which has places available, unless there are insufficient places within the authority. If this is the case, parents/carers will be told where vacancies exist within Bury.
- 11 Bury LA will post out letters to all Bury residents, to tell them of their allocated school on Thursday **1st March 2012**.
- 12 Bury LA has also agreed with the following neighbouring LAs that it will post out offers of places to Bury residents in these other area schools on Thursday **1st March 2012**: -
Blackburn with Darwen, Bolton, Lancashire, Manchester, Rochdale and Salford.
- 13 Applications received after the closing date of 31st October 2011 will be treated as late applications. The LA will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after 1st March 2012.
- 14 Late applications for voluntary aided, foundation and other area schools will be passed to the appropriate admissions authority. It will be for that authority to decide how it wishes to process the application.
- 15 Admission Authorities will hold waiting lists.
- 16 Waiting lists will be held for one academic year following request for place for all community secondary schools. All Voluntary Aided schools will hold waiting lists in accordance with, and available in, their admission policy. If places do become available at a school, they will be offered in accordance with the admission policy for that school.

B. Admission to Reception Class of Primary Schools

- 1 The scheme enables parents/carers of all pupils living within Bury who are starting primary school, to complete one common application form (CAF) expressing up to three preferences for admission to all maintained primary schools Bury and in other LA areas. The preferences are to be ranked in preference order, and parents/carers will be asked if they wish to state reasons for their requests. Supplementary forms may be required by voluntary aided or foundation schools. It is the responsibility of the parent/carer to complete both forms. Other area schools and independent schools are not included in the Scheme.
- 2 Parents/carers should register their child at a maintained Bury primary school. An admission pack will be available for parents/carers who have registered early in November 2011. The information booklet and the CAF will be available on the website. Online applications will also be accepted.
- 3 Attendance at a nursery school is NOT a criterion for admission.
- 4 The completed application form must be returned to Bury LA by Sunday **15th January 2012**.
- 5 All preferences for Bury primary schools will be considered equally.
- 6 Bury LA will notify other LAs of preferences for their schools by Tuesday **7th February 2012**, and will receive preferences from other admissions authorities on or around that date. The relevant admission authority, i.e. the LA or the school governors will be responsible for determining who is offered a place.
- 7 Bury LA will notify Bury voluntary aided and foundation schools by Tuesday **14th February 2012**. The governors of these schools will be responsible for determining who is offered a place.
- 8 The governors of Bury voluntary aided and foundation schools will rank all applicants in priority order, including those who cannot be offered a place initially, on their decisions list which will be returned to the LA by Monday **5th March 2012**.
- 9 Bury LA will be responsible for determining who is offered a place at community primary schools, in accordance with the published criteria. Bury LA will inform other LAs of offers to be made to their pupils by Friday **16th March 2012**, and will receive offers from other LAs on or around that date.
- 10 If more than one school place can be offered to one pupil by different admission authorities, a single offer will be made by the LA for the school which was ranked highest.
- 11 If a Bury parent/carer cannot be offered a school of their preference, the parent/carer will be notified of this, of their right of appeal, and will be offered a place at the Bury school closest to their home address which has places available, unless there are insufficient places in the locality. If this is the case, parents/carers will be advised where vacancies exist in Bury.
- 12 Bury LA will post out letters to tell parents of their allocated school on Friday **20th April 2012**.
- 13 Bury LA has also agreed with the following neighbouring LAs that it will post out offers of places to Bury residents in these other area schools on Friday **20th April 2012**: -
Blackburn with Darwen, Bolton, Lancashire, Manchester, Rochdale and Salford.

- 14 Appeals must be received by Friday 18th May 2012.
- 15 Applications received after the closing date of 15th January 2012 will be treated as late applications. The LA will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after 20th April 2012.
- 16 Late applications for voluntary aided, foundation and other area schools will be passed to the appropriate admissions authority. It will be for that authority to decide how it wishes to process the application.
- 17 Waiting lists will be held for one academic year following request for place for all community and voluntary controlled primary schools. All Voluntary Aided and Foundation schools will hold waiting lists in accordance with, and available in, their admission policy. If places do become available at a school, they will be offered in accordance with the admission policy for that school.

C. In-Year Admissions

Background

The School Admissions Code requires Local Authorities (LAs) to co-ordinate all admissions to all maintained schools with effect from September 2010. In-year admissions are those requests for places in any year group received after the beginning of the Autumn Term. Parents must contact their home LA to arrange in-year admissions, rather than each individual school. Bury will accept in-year applications from parents who are intending to move into the area when they can provide evidence of an exchange of contracts on a property or have a signed rental/lease agreement.

Admission authorities **must** comply with parental preference unless one of the statutory reasons for refusing admission applies, for example the school has reached its published admission number. All applications **must** be considered without delay and a formal decision either to offer or to refuse a place **must** be made and notified to the applicant. Applicants **must not** be refused the opportunity to make an application, or told that they can only be placed on a waiting list rather than make a formal application.

Processing of all applications

- Parents will complete a Common Application Form, (AF3 for secondary and CAF3 for primary schools), available from the LA, the Council website at www.bury.gov.uk/Admissions or from schools, stating up to three preferences. (LAs cannot consider applications to independent schools).
- The LA will consult relevant schools to check if places are available. If a requested school is in another area, or is a Voluntary Aided or Foundation School, Bury LA will request the other Admission Authority to consider the application.

Processing of applications for secondary schools

- Places must be offered as soon as they become available and will be offered in accordance with the admission policy for the relevant school. However, in cases involving in-year transfers that do not require a house move, or where there is no need for an immediate transfer, the Local Authority may admit the child at the beginning of the next half term.
- The LA will start to process the application form within 5 days of receipt of the AF3, and will request other admission authorities to make their decisions within a further 5 days. The In-Year Fair Access Panel will consider applications secondary schools. Pupils being placed under the In-Year Fair Access Protocol will take precedence over other pupils waiting.
- If more than 1 school can offer, a place will be offered at the highest ranked preference. If higher ranked preferences are full, parents will be informed of their right of appeal, but that places are available at others.
- If Bury schools are full, then the AF3 will be used as an appeal form and processed within 5 days of receipt to Chief Executive's Department. Parents will be invited to the appeal meeting.
- Waiting lists will be held for one academic year following request for place for all community secondary schools. All Voluntary Aided and Foundation schools will hold waiting lists in accordance with, and available in, their admission policy. If places do become available at a school, they will be offered in accordance with the admission policy for that school.

Processing of applications for primary schools

- Places must be offered as soon as they become available and will be offered in accordance with the admission policy for the relevant school.
- The LA will start to process the application form within 5 days of receipt of the CAF3, and will request other admission authorities to make their decisions within a further 5 days. Pupils being placed under the In-Year Fair Access Protocol will take precedence over other pupils waiting.

- If more than 1 school can offer, a place will be offered at the highest ranked preference. If higher ranked preferences are full, parents will be informed of their right of appeal, but that places are available at others.
- If Bury schools are full, then the CAF3 will be used as an appeal form and processed within 5 days of receipt to Chief Executive's Department. Parents will be invited to the appeal meeting.
- Waiting lists will be held for one academic year following request for place for all community and voluntary controlled primary schools. All Voluntary Aided and Foundation schools will hold waiting lists in accordance with, and available in, their admission policy. If places do become available at a school, they will be offered in accordance with the admission policy for that school.

For primary or secondary schools

If you decide to move your child to another school and need help in choosing a suitable school for your child, the Choice Adviser can support you. Choice Advisers provide impartial information and advice to support you throughout the admissions process and to put together an appeal if necessary. You can contact the Choice Adviser through the Children and Young People's Information Service on 0800 731 4611. Calls are free from a landline.

APPENDIX 5

ADMISSION NUMBERS FOR RECEPTION AND YEAR 7 IN 2012 AND RATIFIED NUMBERS IN EACH AGE GROUP FROM SEPTEMBER 2012

	ADMISSION NUMBER FOR 2012 RECEPTION	Y1	Y2	Y3	Y4	Y5	Y6
ALL SAINTS	30	30	30	30	30	30	30
BURY & WHITEFIELD JEWISH	30	30	30	30	30	30	30
BUTTERSTILE	50	50	50	50	50	50	50
CAMS LANE	30	30	30	30	30	30	30
CHANTLERS	35	35	35	35	35	35	35
CHAPELFIELD	40*	40	40	40	40	40	40
CHESHAM	45	45	45	45	45	45	45
CHRIST CHURCH CE AINSWORTH	35	35	35	35	35	35	35
CHRIST CHURCH CE WALSHAW	35	35	35	35	35	35	35
EAST WARD	50	50	50	50	50	50	50
ELTON	45	54	54	54	54	54	54
EMMANUEL HOLCOMBE	16	16	16	16	16	16	16
FAIRFIELD	35	35	35	35	35	35	35
GORSEFIELD	60	60	60	60	60	60	60
GREENHILL	35	35	35	35	35	35	35
GREENMOUNT	35	35	35	35	35	35	35
GUARDIAN ANGELS	30	30	30	30	30	30	30
HAZLEHURST	30	30	30	30	30	30	30
HEATON PARK	45	45	60	60	60	60	60
HIGHER LANE	66	66	66	66	66	66	66
HOLCOMBE BROOK	35	40	40	40	40	40	40
HOLLINS GRUNDY	30	30	30	30	30	30	30
HOLLY MOUNT	45	45	45	45	45	45	45
HOLY TRINITY	30	30	30	30	30	30	30
LOWERCROFT	35	35	35	35	35	35	35
MERSEY DRIVE	25	25	30	30	30	30	30
OLD HALL	30	30	30	30	30	30	30
OUR LADY OF GRACE	45	45	40	40	40	45	45
OUR LADY OF LOURDES	20	20	20	20	20	20	20

PARK VIEW	60	60	60	60	60	60	60
PEEL BROW	35	35	35	35	35	35	35
RADCLIFFE PRIMARY	50	50	50	50	50	50	50
RADCLIFFE HALL/METHODIST	60	60	60	60	60	60	60
RIBBLE DRIVE	30	30	30	30	30	30	30
ST ANDREWS RADCLIFFE	30	30	30	30	30	30	30
ST ANDREW'S RAMSBOTTOM	35	35	35	35	35	35	35
ST BERNADETTE'S	45	30	30	30	30	30	30
ST HILDA'S	20	20	20	20	20	15	15
ST JOHN WITH ST MARK	40	40	40	40	40	40	40
ST JOHN'S RADCLIFFE	30*	30	30	30	30	30	30
ST JOSEPH ST BEDE'S	45	45	60	60	60	60	60
ST JOSEPH'S RAMSBOTTOM	30	30	30	30	30	30	30
ST LUKES	60	60	60	60	60	60	60
ST MARGARET'S	35	35	35	35	35	35	35
ST MARIE'S	30	30	30	30	30	30	30
ST MARY'S HAWKSHAW	15	16	16	16	16	15	15
ST MARY'S PRESTWICH	30	30	30	30	30	30	30
ST MARY'S RADCLIFFE	60	60	60	60	60	60	60
ST MICHAELS	30	30	30	30	30	30	30
ST PAUL'S BURY	30	30	30	30	35	35	35
ST PETER'S	30	35	35	35	35	35	35
ST STEPHEN'S	35	35	35	35	35	35	35
ST THOMAS'S	35	35	35	35	35	35	35
SEDGLEY PARK	35	35	35	35	35	35	35
SPRINGSIDE	35	35	35	35	35	35	35
SUMMERSEAT METHS	15	15	15	15	15	15	15
SUNNY BANK	30	30	30	30	30	30	30
TOTTINGTON	45	45	45	45	45	45	50
UNSWORTH	30	30	30	30	30	30	30
WESLEY METHODIST	40	40	40	40	40	40	40
WHITEFIELD	24	24	24	24	24	24	24
WOODBANK	40	40	40	40	40	40	40
YESOIDAY HA TORAH	60	60	65	65	65	65	65
	Admission number for Y7 2012	Y8	Y9	Y10	Y11		
	PAN	PAN	PAN	PAN	PAN		
BROAD OAK	120	144	144	144	144		
BURY CHURCH	156	156	156	156	156		
CASTLEBROOK	187	187	187	187	187		
THE DERBY	240	240	188	188	188		
THE ELTON	200	190	190	190	190		
MANCHESTER MESIVTA	40	55	55	55	55		
PARRENTHORN	168	168	168	168	161		
PHILIPS	176	176	176	176	176		
PRESTWICH	172	172	172	172	172		
ST GABRIEL'S	209	209	209	209	209		
ST MONICA'S	210	210	210	210	210		
TOTTINGTON	195	190	190	190	190		
WOODHEY	210	192	192	192	192		

***Consultation on proposals concerning St John's CE & Chapelfield Primary Schools**

Bury Council is consulting on a proposal that will, if approved, result in the closure of St John's CE Primary School, with effect from 31st August 2012. There is a linked proposal to increase the capacity at Chapelfield Primary School by 0.5 form of entry with effect from 1st September 2012.

APPENDIX 6

RELEVANT AREA

Schools within a 1 mile (primary) - 3 mile (secondary) radius of Bury's boundary

NAME	AREA
Abraham Moss School	Crumpsall
Beis Yaakov High School	Salford
Blackshaw CP School	Bolton
Bowker Vale CP School	Crumpsall
Bowlee PS	Langley
Bowness CP School	Little Lever
Brentnall CP School	Hr Broughton
Broughton Jewish Cassel Fox School	Salford
Buile Hill High School	Salford
Canon Slade CE School	Bolton
Cardinal Langley RC School	Middleton
Cheetham CE Primary School	Manchester
Clifton Primary School	Manchester
Crab Lane Primary School	Higher Blackley
Cravenwood Primary School	Crumpsall
Crumpsall Lane Primary School	Crumpsall
Edenfield CE Primary School	Edenfield, Ramsbottom
Hardy Mill Primary School	Harwood
Harwood Meadows Primary School	Harwood
Haslingden High Specialist Arts College	Haslingden
Heap Bridge Primary School	Heap Bridge
Holy Family CE/RC College	Wilton Grove
Kearsley Academy	Kearsley
King David High School	Crumpsall
King David Primary School	Bury Old Road, Crumpsall
Leverhulme Primary School	Bolton
Little Heaton CE Primary School	Rhodes, Middleton
Little Lever Specialist Language College	Little Lever
Lower Kersal Primary School	Salford
Marlborough Road Primary School	Salford
Masefield Primary School	Little Lever
Matthew Moss High School	Marland
Middleton Technology School	Middleton
Mount Carmel RC Primary School	Blackley
Mytham Primary School	Little Lever
North Grecian Street Primary School	Salford
Our Lady & St Paul RC Primary School	Darnhill
Our Lady's RC Sports College	Blackley
Prestolee Primary School	Stoneclough, Radcliffe
Red Lane Primary School	Bolton
Sharples School	Sharples

Siddall Moor Sports College	Heywood
SS Osmund & Andrew's RC Primary School	Brightmet
St Ambrose Barlow RC High School	Swinton
St Annes RC Primary School	Crumpsall
St Boniface RC Primary School	Salford
St Catherine's Academy	Bolton
St Brendan RC Primary School	Harwood
St Chad's RC Primary School	Manchester
St Clare's RC Primary School	Manchester
St James CE High School	Farnworth
St Matthew's CE Primary School	Little Lever
St Maxentius RC Primary School	Bradshaw
St Michael's CE Primary School	Heywood
St Pauls CE Primary School	Kersal
St Paul's CE Primary School	Salford
St Philip's RC Primary School	Salford
St Saviour CE Primary School	Stoneclough
St Stephen & All Martyrs CE Primary School	Bolton
St Teresa's RC Primary School	Little Lever
St Thomas of Canterbury RC Primary School	Hr Broughton
Stubbins Primary School	Ramsbottom
Temple Primary School	Cheetham
The Albion High School	Salford
The Co-operative Academy of Manchester	Harpurhey
Thornleigh RC High School	Astley Bridge
Turton High School Media Arts College	Bromley Cross
Victoria Avenue Primary School	Blackley
Walkden High School	Walkden, Worsley
Neighbouring Local Authorities	
Bolton Metro	
City of Salford Education & Leisure	
Lancashire County Council	
Rochdale Metropolitan Borough	
Blackburn with Darwen Borough Council	
Manchester City Council	

Consultees
Admission Forum members
Headteachers and Chairs of Governors, Bury schools
Neighbouring Local Authorities
Relevant schools in other Local Authority areas
Faith providers
Choice Adviser
Relevant parents
Other groups with an interest e.g. community groups
Trades Unions