



**St Mary's RC Primary School**  
**Admissions Policy**  
**September 2025-2026**

St Mary's R.C. Primary School is a Catholic Primary School in the trusteeship of the Diocese of Salford. It is located in the parish of Our Lady of the Assumption. It is maintained by the Rochdale Local Authority as a Voluntary Aided School. The schools Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admission arrangements is undertaken by the Local Authority.

For the academic year commencing September 2026, the Governing Body has set its planned admission number at 60.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parent applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions to the school will be determined by the Governing Body. Parents must complete a Local Authority Preference Form or visit the school office for more information. If you wish to have your application considered against the schools religious criteria then you must also provide proof of Baptism.

If there are fewer than 60 applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

**Criteria**

1. Baptised Roman Catholic Looked After Children and previously Looked After Children
2. Baptised Roman Catholic children who have a sibling in the school at the time of Admission
3. Baptised Roman Catholic children resident in the parish of Our Lady of the Assumption
4. Baptised Roman Catholic children resident in other parishes
5. Other Looked After Children and previously Looked After Children
6. Other children who have a sibling in the school at the time of Admission
7. Other children

If it is not possible to offer places for all applications within any criterion above, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home to the main entrance of the school using the Local

Authority's computerised measuring system with those living nearer to the school having priority.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

- Home address is considered the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of other relative or person who has daily care of the child.
- Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brother and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria. The school has a waiting list for the first term of each academic year.
- For 'In-Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places, then the published oversubscription criteria will be applied.
- If an application for Admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- Deferred entry to school, all children are entitled to a full-time place in the September following their fourth birthday. Parents can defer the date their child is admitted to school until later in the school year, but not beyond the point at which they reach compulsory school age, or for children born between 1st April and 31st August, not beyond the beginning of the final term of the school year for which the offer is made. Where parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

- Admission of children outside their normal age group and admission of summer born children. The vast majority of parents are content to allow their children to start school in the September following their fourth birthday and the school's arrangements are based on that assumption. The parents of children born between 31 March and 31 August ('summer born' children) do however have the right to request that admission is deferred for a year. Any such application will be considered on its individual merits and a decision will be taken in the best interests of the child. If you wish to seek a place outside of the child's normal age group, you are invited to discuss the position with the Headteacher before the application is submitted.
- It is the duty of the Governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 60<sup>th</sup> child admitted.

Parents of children who have not been allocated to their preferred school can appeal, in writing to: -

*The Secretary  
 Appeals Panel  
 Roman Catholic Primary Schools  
 Rochdale Education Committee  
 P.O. Box 70  
 Smith Street  
 Rochdale  
 OL16 1YD*

### **School Admission Appeals Timetable 2026**

#### **In-Year Transfer Appeals**

Appeals resulting from in-year transfer school admission applications will be heard within the timescales set out in the [School Admission Appeals Code](#).

#### **Appeals for September 2026 Entry**

Appeals resulting from year of entry (Reception) or transfer applications (Year 7 entry) for admission in September 2026 will be heard according to the following timetable:

|                  | <b>Offer Date</b> | <b>Appeals to be lodged by</b> | <b>Where possible, all on time Appeals to be heard by</b> |
|------------------|-------------------|--------------------------------|---|
| <b>Secondary</b> | 2nd March 2026    | 28th April 2026                | 30th June 2026  |
| <b>Primary</b>   | 16th April 2026   | 19th May 2026                  | 21st July 2026  |

Appeals lodged after these dates will be heard within the timescales set out in the [School Admission Appeals Code](#).

Appellants will be sent notification of their appeal hearing along with a copy of the school's case at least 14 days in advance of the hearing.

Further Information about School Admission Appeals can be found here:

[Rochdale Council Website](#)

[Department for Education Website](#)

### **Addresses**

#### **Director of Education**

*Katie Charlton  
Education Core Department,  
P. O. Box 70,  
Municipal Offices,  
Smith Street,  
Rochdale.  
OL16 1YD  
Tel: Rochdale (01706) 647474*

#### **School Address**

*St. Mary's R.C. Primary  
Wood Street  
Langley  
Middleton  
Manchester  
M24 5GL  
Tel: 0161 643 7594  
e-mail: [office@st-mrc.co.uk](mailto:office@st-mrc.co.uk)*

**Head teacher:** *Mrs Sarah Bollado*

**Chair of Governors:** *Mrs Margaret Hyde*

*c/o St. Mary's R.C. Primary  
Wood Street  
Langley  
Middleton  
Manchester*

Revised and adopted by the Governing Body

Date – 11<sup>th</sup> February 2025

Review Date –