



Love God, Love each other, Love Learning

# Sacred Heart RC Primary School

# School Admissions Policy

## 2025 / 2026

Sacred Heart Roman Catholic Primary School and Nursery is just like  
a family, where everyone is welcomed, respected and  
cared for and where LOVE is at the heart of everything we do:

**Acting Justly, Loving Kindly and Walking Humbly with God**

This policy has been approved and adopted by staff and Governors

Signed ..... (Chair of  
Governors)      Date .....

Signed ..... (Headteacher)  
Date .....



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## Admissions Policy

### Sacred Heart RC Primary School

Sacred Heart is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Rochdale 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 2025/2026 the governing body's planned admission number is 30.

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 who are in Public Care or have previously been in the care of the Local Authority.
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 Sacred Heart.
3. Baptised Roman Catholic children resident in the parish of Sacred Heart.
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 or have previously been in the care of the Local Authority.
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.
9. Applications for placements outside the normal age group will then also be considered under the criteria (1-8) detailed within this policy.

\* see note ( E )

## NOTES

- A. The Governing Board of Sacred Heart RC Primary School is the admissions authority. The admissions committee is comprised of at least two foundation governors and the Headteacher.



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- B. All applicants will be considered at the same time and after the closing date for admissions which is **15th January 2026**.
- C. In the autumn term, parents who have expressed an interest in a school place will be sent a copy of the Local Authority Primary Admission Booklet, which gives details of the LA co-ordinated admission arrangements. These are available from Local Authority offices, public libraries and primary school.
- D. Parents must complete a common application form and express 3 preferences for primary school admission. All applications will be considered by the governors at the same time in a fair way according to the criteria.
- E. 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.
- F. If the school is oversubscribed, a waiting list will be maintained. This will be ordered according to the admission over-subscription criteria.
- G. Late applications: Parents will be expected to provide a reason/s for any late application. If this is not exceptional, the application will be dealt with after all others have been dealt with.
- H. Each Roman Catholic applicant will be required to produce a Baptismal Certificate
- I. Parents should check carefully whether they are resident within the parish boundary of Sacred Heart RC. A map illustrating the boundary is attached
- J. 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.
- K. If in any category there are more applications than places available, priority will be given on the basis of:
- a) Looked After Children                      b) Proximity to the school.
- L. The Governing Body reserve the right to admit children within 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.
- M. 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



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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.

- N. 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.
- O. 'It is the duty of governors to comply with regulations on class size limits at Key Stage One. The Governing Body may exceed KS1 Class Size Regulations for twins, siblings in the same year group and children from multiple births where one of the children is the 30th child admitted.'
- P. 'A cared for child is a child who is (a) in the care of the Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of the Social Services functions under section 22(1) of the Children Act 1989. A previously cared for child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- Q. Parents and Carers may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Additionally, parents of a summer born child may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. If you wish to apply for placement outside of your child's normal age group, you should complete the LA application form in full and submit with relevant supporting evidence. Applications will then also be considered under the criteria (1-8) detailed within this policy.



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## In-Year Application – Admission Authority Response



**ROCHDALE**  
BOROUGH COUNCIL

On receipt of an in-year application, the application must be considered by the Admission Authority promptly. In order that the local authority can notify the parent of the outcome of their application within the timescales determined by the School Admissions Code, schools are requested to complete the below form giving the outcome of this preference and submit it to the local authority within 5 school days.

### School Details

School Name	Sacred Heart RC Primary School
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### Pupil Details

Application Reference	
First Name	
Surname	
DOB	
Year Group	Select...

### Application Response

Response	Select...
If rejected, please provide the reason for rejection	We have 30 children on roll so to admit would have a detrimental effect on the rest of the class and take us over the Government legislation
Are you referring this case to be considered by the Fair Access Panel?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you are referring the child to be considered by the Fair Access Panel, you should complete the Fair Access Referral Form. This can be attached to this response by clicking the button below or emailed directly to [PrimaryInYear@rochdale.gov.uk](mailto:PrimaryInYear@rochdale.gov.uk)

**Attach FAP Referral Form**

### Response completed by

Name	
Email address	
Date	