



St Kentigern's R.C. Primary School

We learn and pray in faith and love

Admissions Policy 2026-2027

September 2027 entry for primary reception places

Application round opens:

Primary Schools (Reception) - 17 August 2025

Closing date for applications:

Primary Schools (Reception) - 15 January 2026

Offers made:

Primary Schools (Reception) - 16 April 2027

Reviewed Annually

This admission policy is within the Salford Diocesan guidelines which state that Roman Catholic Schools such as St. Kentigern's exist to provide an education for Roman Catholic children.

The Foundation Governors at St. Kentigern's R. C. Primary School are appointed with the primary obligation of implementing the Bishop's policy for Roman Catholic schools within the diocese.

St. Kentigern's is a Roman Catholic primary school provided by the Diocese of Salford and is maintained by Manchester 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. The governing body plan to admit 60 reception children each year.

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 parents 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.

- 1. Looked after children and previously looked after children, including children adopted overseas**
- 2. Baptised Roman Catholic children resident in the parishes of St. Kentigern's and St. Bernadette's**
- 3. 3. Other baptised Roman Catholic children who have a sibling at the school at the time of admission**
- 4. Other children who have a sibling at the school at the time of the admission**
- 5. All remaining applicants**

Please read the following notes carefully. If you are in doubt about any of the criteria, please contact school.

- a. The governing body is the admissions authority. The admissions committee is comprised of the following Governors: Chair of Governors, Headteacher, and one other governor.
- b. Admissions to the school will be determined by the governing board. Parents must complete a Local Authority Preference Form or apply online via the website MCC Applications ([please click the link](#)) If you wish to have your application

considered against the school's religious criteria then you must **ALSO** complete the supplementary form which is available from the school. 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.

- c. Parents must complete a common application form and express two preferences for primary school admission. The closing date for all applicants is 15th January each year. 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 Manchester Local Authority at the beginning of March the following year. 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 St. Kentigern's and St. Bernadette.
- g. All applicants' resident in the parishes of St. Kentigern and St. Bernadette will be required to provide proof of address, by supplying an original, up to date, utility bill.
- h. It is the duty of Governors to comply with class size limits at KS1. This means that the school cannot operate classes in Key Stage one of more than thirty children.
- i. 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 local authority system.
- j. Where a child lives with parents with shared responsibility, each for part of the week, the 'home' address will be determined as being where the child resides from the majority of the school week.
- k. 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.
- l. 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.

- m. Late applications will be considered in accordance with the published admissions criteria. If the school is oversubscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises.
- n. The governing body reserves 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 such application is submitted with appropriate evidence from a doctor or social worker.
- o. If an application for admission has been turned down by the Governing Board, parents may 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
- p. The governing board reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application
- q. If a child is a “summer born child”, parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the headteacher