



**St. Matthew's**  
Roman Catholic High School  
VOLUNTARY ACADEMY



# Admissions Policy

**Reviewed:**

January 2022 following consultation

**To be reviewed:**

March 2023



We **Pray**  
We **Care**  
We **Achieve**

# MISSION Statement



St. Matthew's  
Roman Catholic High School

All policies and procedures are underpinned by our School Mission Statement:



## WE PRAY

As a community with Christ and with the teachings of the Gospel at our centre, shown in the things we do and in the ways we worship together.



## WE CARE

For everyone in our school community, respecting them as individuals created by God and recognising and celebrating talents and successes. We see caring for others in the world outside of our school as part of our Christian responsibility.



## WE ACHIEVE

The best we can in all aspects of school life by learning in lessons, succeeding in examinations and committing to extra-curricular activities.



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# Admissions

## Determined Admission Arrangements 2023/2024

St Matthew's RC High School is an 11-16 Catholic secondary school under the trusteeship of the Diocese of Salford and maintained by the Emmaus Catholic Academy Trust as a Voluntary Academy. The school's Local Governing Body is the Admissions Authority, which is responsible for taking decisions on applications for admission. The co-ordination of admissions arrangements is undertaken by the local authority. For the school's year commencing September 2023, the Governing Body has set its admissions number at 270.

The Catholic Faith and the Teachings of the Roman Catholic Church have an essential role in school life and influence every aspect of the Curriculum. We ask all parents/carers applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents/carers who are not of the Faith of this school to apply for and be considered for a place here.

Admission to the school will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications for admissions than the school has places available.

1. Looked After Baptised Roman Catholic Children and previously Looked After Roman Catholic Children, including IAPLAC children [see note a below].
2. Baptised Roman Catholic children [see note c below] who attend the following partner primary schools: Christ the King, Mount Carmel, St Dunstan's, St Edmund's, St John Bosco's, St Margaret Mary's, and St Mary's Failsworth.
3. Baptised Roman Catholic children living in the parishes linked to the above named schools, and St John Vianney's parish.
4. Other baptised, Roman Catholic children who currently attend a Catholic primary school.
5. Other baptised, Roman Catholic children.
6. Looked After Non-Catholic Children.
7. Non-Catholic children attending schools named in '2' above.
8. Non-Catholic children from other Catholic primary schools.
9. Other children seeking a Catholic education.

*If applications in any category exceed places available, they will be further ranked as follows:*

1. Children who will have a sibling in the school at the time of admission. A 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.
2. Children living nearest the school. Distance is to be measured in a straight line from the centre point of the child's permanent home address to the centre point of the school as defined by the Ordnance Survey, the national mapping agency, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority [see noted below].

## NOTES

- a) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). LAC children also includes IAPLAC (children adopted from state care outside of England) giving them the same status as current LAC.
- b) All applicants will be considered at the same time and after the closing date for admissions which is published annually by the LA as part of its co-ordinating responsibility.
- c) All Catholic applicants will be required to produce a baptismal certificate. In addition to candidates who can give evidence of baptism within the Roman Catholic Church, the definition of baptised Roman Catholic is also extended to children enrolled in or having completed the catechumenate (process of preparation to be received into full communion with the Roman Catholic Church) and those from Eastern Rite Churches in communion with Rome viz.
- d) With regard to the 'distance' criteria. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
- e) Where a child lives with parents/carers with shared responsibility, each for part of a week, the child's 'permanent place of residence' will be determined as the address of the parent/carer who normally has responsibility for the majority of school days in a week.
- f) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Antony's. The waiting list will be retained until the end of the autumn term and be run in accordance with the school's oversubscription criteria. Unsuccessful applicants will be advised of the right to appeal to an independent appeals panel. Places will be allocated if they become available and will be ranked according to the Admission Criteria.
- g) Late applications will only be considered after all on time applications have been dealt with, and will be treated as per the co-ordinated arrangements published by Manchester LA.
- h) If a child has an EHCP naming a specific school and that school is able to meet their needs, then there is a duty for the school to admit that child, this in turn will reduce the total number of places available.
- i) Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. It is anticipated that children will be educated out of their normal age group in only a small number of very exceptional circumstances. Should you wish to seek a place for your child outside of their normal age group you should still make an application for an Academy place for your child's normal age group and you should also submit a request for admission out of the normal age group at the same time, following the procedure set out by your home local authority. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the Academy, the Academy local governing body will take into account the views of the parents/carers and of appropriate medical and education professionals. A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child. Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the Academy. Your statutory right to appeal against the refusal of a place at an Academy for which you have applied is unaffected. However, the right to appeal does not apply if you are offered a place at the Academy but it is not in your preferred age group. The Academy is not required to honour a decision made by another admission authority on admission out of the normal age group.
- k) 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. 'In Year' and late applications will be treated as per the co-ordinated arrangements published by the Local Authority.
- l) If an application for admission has been turned down by the Governing Body, parents/carers can appeal to an Independent Appeals Panel. Parents/carers must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents/carers must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- m) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.



# St. Matthew's

Roman Catholic High School  
VOLUNTARY ACADEMY

## Contact

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DIocese of  SALFORD

## OUR MISSION

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