

St Gregory's RC Primary School A Voluntary Academy



Admissions Policy 2026-27

School Mission Statement

St Gregory's is a sanctuary of love and hope where greatness grows.

St Gregory's is a Catholic School in the trusteeship of the Diocese of Salford. It is a Voluntary Academy in the St Teresa of Calcutta Catholic Academy Trust. The Local Governing Body is the Admissions Authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by Bolton Local Authority.

For the school's year commencing September 2026, the Local Governing Body has determined that the number of children to be admitted in the school will be 30.

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.

Admissions to the school will be determined by the Local Governing Body. Parents must complete apply online via the Bolton Council website. 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 30 applications, all applicants will be offered places. If there are more applications than the number of places available, places will first be offered to children with an Education, Health and Care Plan that names the school. Remaining places will then be offered in line with the oversubscription criteria:

Criteria

1. Looked After Children and previously Looked After Children.
2. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school;*
3. Baptised Catholic children who have a sibling in the school at the time of admission and are resident in the parishes of St Gregory the Great and Our Lady of Lourdes and St John Fisher.
4. Other baptised Catholic children who have a sibling in the school at the time of admission.
5. Baptised Catholic children resident in the parishes of St Gregory the Great and Our Lady of Lourdes and St John Fisher.
6. Other baptised Catholic children.
7. Other children who have a sibling in the school at the time of admission.
8. All remaining applicants.

*Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable.

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school measured by a straight line (from the centre of the home address to the main entrance of the school). In the event of distances being the same for 2 or more applicants, places will be allocated by randomly which is carried out by someone independent of the admissions team.

Notes for Applicants:

- a. All applications will be considered at the same time and after the closing date for admissions which is 15th January 2026. Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.
- b. A Looked After Child refers to a child who is a "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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. This criteria also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- c. For a child to be considered as a Catholic, evidence of a Catholic Baptism or reception into the Catholic Church is required. School will write to parents to request this evidence after the closing date. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The Local Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the Diocese of Salford 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.

- d. Home Address is considered to be 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 another relative or person who has daily care of the child.

- e. 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers 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.
- 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. 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.

Children who are not offered a reception place for the September intake at St Gregory's will automatically be placed on the school's waiting list. The waiting list will be maintained only for the statutory period (until 31 December). Should any places become available they will be allocated in accordance with the school's published admission criteria.

As children are added to the waiting list, the list will be re-ranked in accordance with the published admission criteria. This means that children can move both up and down the waiting list.

After 31 December, if a parent wishes their child to continue to be considered for a school place, they will need to reapply for a place using the procedure for in-year admissions.

- g. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.

For in-year admissions, waiting lists will be held for one term:

Term 1: 1 September to 31 December

Term 2: 1 January – 12 April

Term 3: 13 April – 31 August.

Parents will need to request for their child to be placed on an in year waiting list. Should any places become available they will be allocated in accordance with the school's published admission criteria. After a waiting list ends on 31 December, 12 April or 31 August, if a parent wishes their child to continue to be considered for a school place in the next school term, they will need to reapply for a place.

- h. If an application for admission has been turned down by the Local Governing Body, 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.
- i. The Local Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- j. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Local Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are Looked

After/previously Looked After Children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.

- k. 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.
- l. Parents have a right to send their child part-time or delay their start until they reach statutory school age.