



ST MATTHEW'S CE PRIMARY SCHOOL
ADMISSIONS POLICY
2026/27



Approved by	Date	Review Schedule	Date of next review
Trust Board	18 December 2024	Annually	Autumn Term 2025

Chester Diocesan Academies Trust is the admissions authority for St Matthew's CE Primary School and will allocate places according to the criteria indicated below. This policy will be reviewed by the trust on an annual basis.

Making an Application

Although Chester Diocesan Academies Trust is the admissions authority, admissions to reception for all schools and academies are co-ordinated by the Local Authority and so parents will need to fill in a common application form provided by the Local Authority. Applications for admission to St Matthew's C of E Primary should be made on the form online at www.stockport.gov.uk/schooladmissions by the closing date set out in the LA's co-ordinated scheme. It is not normally possible to change the order of your preferences for schools after the closing date.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on or near 16th April. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

Parents should be aware that attendance at the nursery does not guarantee a place in reception and an application for a reception place must be made as set out above.

Admission Procedures

The planned admission number (PAN) is **30**. This arrangement follows consultation with other admission authorities in the area. There will be no restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number.

The academy trust operates a system of equal preferences under which all preferences are treated equally and the Local Authority allocates places according to its policy. All children having a statement of special educational needs or Education Health and Care plan in whose statement the school is named will be admitted. In the event that there are more applicants than places remaining, the academy will allocate these places using the following criteria, which are listed in order of priority:

1. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements, residence order or special guardianship order).
2. Children with exceptional medical or social circumstances affecting the child where these needs can only be met at this academy.
3. Children who live in the catchment area and who have a sibling currently attending the academy who will still be attending the following year (a map is attached)
4. Children who live in the catchment area.
5. Children who live outside the catchment area and who have a sibling currently attending the academy who will still be attending the following year.
6. Children who live closest to the academy as measured in a straight line from child's home address or the main entrance of the block of flats they reside in to the nearest entrance of the school, using the Local Authority's computerised measuring system. In the event of a tie break a lottery overseen by an independent body will be undertaken.

Definitions and Notes

a) A looked after 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 their social services functions (under section 22(1) of the Children Act 1989). A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, residence child arrangements or special guardianship order.

b) Professional supporting evidence from eg a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for exceptional medical or social circumstances, and such evidence must set out the particular reasons why the school is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

c) Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

d) A map showing the boundaries of the catchment area is attached and also available on the Local Authority website at www.stockport.gov.uk/services/education/educationtrainingandemployment/schooladmissions3/catchmentareamaps.

Late Applications for Admission

Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications, and it is before the list of pupils to be admitted has been established, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

Waiting List

If a parent is not offered a place at their preferred school, their child's name will be included in the school's waiting list. The list will be ordered by the published oversubscription criteria of the school. Waiting lists for Nursery, Reception and Year 7 will be maintained until the 31st December. The normal in-year admissions process will take over and any parents wishing to have their child's name included on the waiting list for the remainder of the academic year will need to re-apply.

Should a vacancy occur in that school before the 31st December, then it will be offered to the parent whose child is at the top of the waiting list. If that parent does not accept the vacancy, it will be offered to the next child on the waiting list. This procedure will be followed until the vacancy is accepted or the waiting list is exhausted.

The waiting lists for all other year groups will be maintained for the full academic year.

Address of Pupil

The address used on the admission form must be the current one at the time of application. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. utility bills of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the academy trust reserves the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Non-routine Admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. The LA coordinates in-year admissions and their process should be followed. An application form is available on their website.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Appeals

Where it is not possible to offer a place because St Matthew's is over subscribed, parents have the right to appeal to an independent admission appeals panel. The Local Authority manages the appeals procedure on the behalf of the academy. Parents should fill in an appeals form and return it by the date indicated on the LA website. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Fraudulent Applications

Where it is discovered that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area) which effectively denies a place to a child with a stronger claim, then the academy trust is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Deferred Admission

Children are eligible for a reception place from the beginning of the school year in which they become five years old; however, they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents can request that the place be deferred until later in the year and if they do this the place will be held for the child. They cannot however defer entry

beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age. Parents of summer born children (those born between 1st April and 31st August) who wish to delay entry until the following year must speak to the school and Local Authority as soon as possible as this would involve either an in-year application for Year 1 or a new application for Reception in the following year. An application form should still be filled in for the current admission process.

