EMMAUS
CATHOLIC ACADEMY TRUST

DIOCESE OF SALFORD

Admissions Policy

September 2025

Humility • Faithfulness • Service

POLICY DOCUMENT	Admissions Policy
Legislation/Category: Academy Schools	REQUIRED
Lead Member of Staff:	COO
Approved by:	Trust Board
Date of approval:	September 2025
Date of Renewal:	September 2026

EMMAUS CATHOLIC ACADEMY TRUST

The Diocese of Salford provides Catholic Academy Trusts, schools, and colleges for the following reasons:

1. **To assist in the mission of making Christ known to all people;**
2. **To assist parents and carers, who are the prime educators of their children, in the education and religious formation of their children;**
3. **To be of service to the local Church – the Diocese – the Parish and the Christian home;**
4. **To be of service to society.**

Emmaus Catholic Academy Trust Vision:

To provide great Catholic education across Greater Manchester.

Journey with Emmaus CAT…

Contents

1.	**Policy Statement**	**Page 4**
2.	**Aims of Emmaus CAT Policies**	**Page 4**
3.	**Introduction**	**Page 4**
4.	**Admissions Policy Aims**	**Page 5**
5.	**Published Admission Numbers (PAN)**	**Page 5**
6.	**Oversubscription Criteria**	**Page 6**
7.	**Tie Breakers**	**Page 6**
8.	**Applications Process**	**Page 7**
9.	**Split Parent Families**	**Page 10**
10.	**In-Year Admissions**	**Page 11**
11.	**Deferred Entry to Reception**	**Page 14**
12.	**Admission of Children Outside Their Normal Age Group**	**Page 16**
13.	**Fair Access Protocol (FAP)**	**Page 18**
14.	**Appeals Process**	**Page 20**

Appendix A: Supplementary Information Form (SIF)	**Page 23**
Appendix B: School Admission Appeals Form	**Page 24**
Appendix C: In-Year Admission Application Form	**Page 26**

1. Policy Statement

Our core purpose is to create a healthy Catholic organisation serving the pupils in our Catholic schools, communities, families, and parishes across Greater Manchester. We are aligned in our mission to work collegially to ensure that we have great schools, strong in faith, serving society. Schools where every pupil has an equal opportunity to thrive and receive the very best Catholic education and formation. Our guiding principles and this Admissions Policy exist to ensure that each Emmaus CAT school has a clear and compelling vision for all of its pupils, focused on creating an inclusive environment, tailored to the needs and abilities of each and every pupil. At Emmaus CAT we will succeed with our philosophy of aligned autonomy, the belief that talent is key and the sharing of curriculum knowledge and academic rigor.

2. Aim of Emmaus CAT Policies

The aim of this, and all Emmaus CAT policies is to support the seven major themes of Catholic Social Teaching, which include;

The dignity of work and the rights of the worker;

- Solidarity with all people;
- A preferential option for the poor;
- Stewardship and care for creation;
- The call to community and participation;
- The sacredness of life and the dignity of the human person;
- Human rights and the responsibility to protect them;

as well as ensuring that national legislation and guidance are implemented across all our schools. Our policies should not be viewed in isolation, but along with our guiding principles, as integral to all aspects of school improvement. With our policies we aim to create an effective partnership with parents and carers, the prime educators of their children, to ensure that all children reach their potential whist setting high expectations and aspirations, in a positive and supportive environment. All Emmaus CAT policies will clearly define and communicate the core principles which underpin our Catholic culture, mission and vision.

3. Introduction

For the Academic Year 2026-27

Applicable to all primary and secondary schools within Emmaus Catholic Academy Trust.

St Winifred's, a member of Emmaus Catholic Academy Trust, is a Catholic school in the Diocese of Salford. The school was founded by the Catholic Church to provide education for Catholic children, and it is maintained by the Academy Trust in accordance with the Trust Deed and the Articles of Association.

The school is conducted as a Catholic school in accordance with the Canon Law and teachings of the Roman Catholic Church and in accordance with the principles of the Catholic Education Service and their 2021 guidance.

Emmaus Catholic Academy Trust is the admissions authority and delegates this responsibility to Local Governing Bodies to administer the school's admissions arrangements.

This policy complies with the requirements of the School Admissions Code 2021, the School Admissions Appeals Code, and all other relevant legislation, including that on infant class sizes, equal opportunities, and disabilities.

4. Admissions Policy Aims

- To ensure a clear, fair, and lawful admissions process that reflects the Catholic ethos of the Trust.
- To prioritise the admission of baptised Catholic children in line with the Trust's religious character.
- To comply with all relevant provisions of the School Admissions Code and associated legislation.

5. Published Admission Numbers (PAN)

Each school within the Trust has a PAN, which represents the maximum number of pupils that can be admitted to the Reception Class intake in any one year.

St Winifred's RC Primary School, A Voluntary Academy	60

6. Oversubscription Criteria

When more applications are received than the PAN, the following criteria will be applied in order:

6.1 Priority Order

1. Looked after and previously looked after children. (Both Catholic and non-Catholic)
2. Baptised Catholic children with a sibling at the school.
3. Other baptised Catholic children.
4. Children of other Christian denominations (with evidence of Baptism or minister's letter).
5. Children of other faiths (with supporting evidence from a faith leader).
6. Other applicants.

A "Catholic" means a member of a Church in full communion with the See of Rome. Evidence of Baptism or Reception into the Church is required.

7. Tie Breakers

When more applications are received than there are places available at a school, and two or more applicants have equal priority based on the published criteria outlined at Section 4.1, the following procedures will be applied to determine who will be offered a place:

7.3.1 Distance Measurement

The primary tie breaker is proximity to the school measured by straight-line distance ("as the crow flies") from the child's home address to the main school entrance:

- The distance will be measured using the Local Authority's Geographic Information System (GIS) or an equivalent method used by the Trust.
- The child living closest to the school will be given priority for admission.
- The home address is defined as the child's permanent residential address at the time of application. This means the address where the child usually lives and sleeps for the majority of nights.

7.3.2 Equal Distances

In some rare cases, two or more applicants may live exactly the same distance from the school (e.g., in the same building or apartment block). When this happens:

- Random allocation will be used to decide which child is offered the place.
- This will be conducted in a transparent, fair, and independently supervised manner.
- Parents will be invited to attend the random allocation process if they wish.
- The process will be documented, and records kept for audit purposes.

7.3.3 Use of Random Allocation

Random allocation will only be used as a last resort when distance cannot separate applicants fairly.

- The random selection will be overseen by an independent person who is not involved in the admissions decision.
- The random allocation process may take place at the Trust's central office or the school's premises.

7.3.4 Exceptional Circumstances

- The Trust will not normally vary the tie breaker process for any reason.
- Any request to take exceptional circumstances into account (such as medical needs) should be made during the application stage and supported by relevant professional evidence.

7.3.5 Address Verification

- The Trust reserves the right to verify the home address provided on the application.
- Any attempt to give a false or temporary address to gain priority will result in the withdrawal of any offer made.

Agreed Definitions:

For the purposes of this policy, the following definitions apply:

- **Looked After Children**: Defined as those in public care or previously in care but now adopted or subject to a residency or special guardianship order.
- **Sibling**: Includes full, half, step, adopted, and foster siblings living permanently at the same address.

8. Applications Process

8.1 Introduction

The application process is designed to be clear, fair, and transparent for all parents and carers applying for a place at any school within the Emmaus Catholic Academy Trust. The Trust complies fully with the School Admissions Code 2021, ensuring that every application is processed in line with statutory deadlines and regulations.

This section of the policy refers to the "normal admissions round". The normal admissions round refer to the annual application cycle for entry into:

- Reception Year

Applications for places in other year groups during this period are treated as in-year admissions (see Section 8).

8.2 Making an Application

- Parents/carers must submit a Common Application Form (CAF) via their home Local Authority (LA) during the published application window.
- For applications based on faith criteria, parents must also complete the Trust's Supplementary Information Form (SIF), providing supporting evidence such as baptism certificates or a letter from a parish priest.
- Applications received after the published deadline will be considered late and processed only after all on-time applications have been dealt with, potentially reducing the chance of securing a place at preferred schools.

8.3 Key Deadlines

Commented [GH1]:

Admission Stage	Date / Deadline
Applications Opens	1 September 2025
Application Deadline	15 January
Offer Notification	**16 April (Primary)**
Appeals heard	**Summer Term 2026**

Exact dates will be published annually on the Trust and Local Authority websites.

8.4 Oversubscription and Allocation

- When more applications are received than places available, the Trust applies its published oversubscription criteria fairly and consistently (see Section 4).
- Applications are ranked according to the criteria and places are allocated accordingly.
- If a child meets the criteria for multiple schools within the Trust, parents must still submit a separate application for each school via the LA's system.

8.5 Notification of Outcomes

- Offers of places will be made by the home Local Authority/school on behalf of the Trust on the nationally agreed date.
- Parents will receive a letter or email informing them of the school offered for their child.
- The offer is conditional on the information provided; if false or misleading information is discovered, the offer may be withdrawn.

8.6 Accepting a Place

- Parents/carers must accept or decline the offered place by the deadline specified in the offer letter.
- Failure to respond within the deadline may result in the offer being withdrawn and the place allocated to another child.

8.7 Waiting Lists

- If an application is unsuccessful, the child's name will be placed on the waiting list for the preferred school(s).
- Waiting lists are ranked by the oversubscription criteria, not by date of application or when the child was placed on the list.

- Parents may request their child remain on the waiting list until the end of the academic year in which the application was made.
- Being on a waiting list does not guarantee a place at the preferred school.

8.8 Changes to Application Details

- Parents must inform the Trust or the home Local Authority promptly if there are changes to the information provided on their application (e.g., address change, baptism details).
- Failure to update information may affect the outcome of the application.

8.9 Late Applications

- Applications received after the published deadline are considered late.
- Late applications are processed only after all on-time applications have been allocated places.
- The Trust advises all parents to apply on time to maximise the chance of admission to their preferred school.

8.10 Multiple Applications

- Parents applying for more than one school within the Trust or other schools must complete an application for each school via their home Local Authority.
- Only one offer of a school place can be accepted.

8.11 Duplicate or Fraudulent Applications

- The Trust reserves the right to investigate and withdraw any offers made on the basis of false or deliberately misleading information.

8.12 Support for Families

- The Trust believes that this policy provides clear guidance regarding the application process.
- Parents/carers can contact the school or Local Authority Admissions Team for further assistance.
- Each school is responsible for arranging and publicising relevant open events.

9. Split Parent Families

The Trust recognises that family arrangements vary and that children may live in split parent families, where the child spends time living with more than one parent at different addresses. This section outlines how the Trust will determine which address to use for admissions purposes in these situations.

9.1 Determining the Child's Home Address

For admissions purposes, the child's home address is defined as the address where the child usually resides and sleeps for the majority of nights during the school week (Sunday night to Thursday night).

- If the child spends an equal amount of time between both parents' homes, parents must agree which address will be used for the application.
- The Trust/school will normally use the address provided on the application form.
- If parents cannot agree or provide conflicting information, the Trust reserves the right to request evidence to verify the child's main residence.

9.2 Required Evidence

The Trust may request the following to verify the child's main home address if there is any doubt or dispute:

- Child benefit or Child Tax Credit documentation.
- Council tax bills or utility bills.
- Court orders or residency agreements.
- Official correspondence addressed to the child at the given address.
- Signed statements from both parents confirming the arrangement.

9.3 Address Changes During the Admissions Process

- If a child's living arrangements change during the admissions process, parents should notify the Trust/school immediately.
- The Trust/school will consider the new arrangements, provided they are genuine and can be evidenced.
- Any change made solely to gain an unfair advantage in the admissions process may result in withdrawal of any offer.

9.4 Multiple Applications from Separated Parents

- Only one application per child will be considered.

- Where two separate applications are received from each parent, the Trust will consider only the first application received.
- The Trust may contact both parents to clarify the situation.
- Parents are encouraged to communicate and agree which application to submit.

9.5 Impact on Tie Breakers and Waiting Lists

- The address determined as the child's home address for admission purposes will be used when applying oversubscription criteria that rely on home address, such as the distance tie breaker. The child's position on any waiting list will similarly be based on this address.

9.6 Appeals and Complaints

- In cases where disagreements about home address impact admission outcomes, parents may use the appeals process to present their case.
- The Trust encourages parents to provide clear and accurate information to avoid delays or misunderstandings.

This guidance ensures the Trust treats all families fairly while preventing potential manipulation of the admissions system.

10. In-Year Admissions

This section of the policy applies to admission to any year group outside of the normal Reception entry point.

An In-Year Admission refers to any application for a school place:

- Outside the normal admissions round, and
- For a year group other than the school's main entry point (e.g., Reception), or
- During the academic year due to a move or change in circumstances.

In-Year Admissions are often required when:

- A family moves into the area.
- A child transfers from another school.
- A child returns from abroad or from elective home education.
- A child is seeking re-entry after a period out of formal education.

10.1 Applying for an In-Year Place

a) Application Process

All In-Year Admission requests must be made using the In-Year Application Form, which is available:

- On the individual school website or
- From the school office

In most cases, the form should be returned directly to the school, along with any supporting documentation required (e.g. baptism certificate, proof of address).

If the local authority coordinates In-Year Admissions on behalf of the school, applications must be made through their online or paper-based system. The school will be able to clarify this for you.

b) Supplementary Information Form (SIF)

If applying under a faith-based criterion (e.g. Catholic, Christian, or other faith), the applicant should also complete the Supplementary Information Form (SIF) and return it with appropriate evidence (e.g. baptismal certificate or minister's letter).

10.2 Consideration of In-Year Applications

The school's Headteacher will consider each in-year application individually.

- If a place is available in the relevant year group, it will be offered.
- If the year group is full, the application will be refused, and the applicant will:
    - Be added to the waiting list, and
    - Be given the right to appeal the decision.

The school aims to notify parents of the outcome within 10 school days, and will always do so within 15 school days, as per the requirements of the Admissions Code.

The Local Governing Body reserves the right to allow the Headteacher to over-admit pupils for in-year applications in Key Stage 2 classes, where the Infant Class Size Regulations no longer apply. This will depend upon the existing cohort and space requirements and ensure that any admission above the Published Admission Number is not to the detriment of other students.

10.3 Oversubscription Criteria

If there are more applicants than available places, the published oversubscription criteria (as set out in Section 4 of this policy) will be applied to determine the order of priority.

These criteria apply equally to in-year admissions and normal round applications.

10.4 Waiting Lists (In-Year)

- If an application is unsuccessful, the child's name will be added to the In-Year Waiting List.
- The waiting list is maintained in oversubscription priority order, not by date of application.
- A child's position may change as new applications are received or withdrawn.
- Waiting lists will be kept until at least the end of the academic year in which the application was made. Parents may be asked to confirm continued interest periodically.

10.5 Children with an Education, Health and Care Plan (EHCP)

Children with an EHCP naming the school must be admitted and are not considered through the normal process. These placements are coordinated by the local authority's SEND team in consultation with the Trust and school.

10.6 Vulnerable Pupils and Fair Access

In exceptional cases, where a child is vulnerable or hard to place, the application may be referred to the Local Authority's Fair Access Protocol (see Section 11). These placements operate outside the usual admissions procedures and may take priority over the waiting list.

10.7 Responsibilities of the Trust and School

As the admissions authority, the Trust and its schools will:

- Process In-Year applications fairly and efficiently.
- Ensure compliance with the School Admissions Code.
- Maintain accurate and up-to-date records of In-Year applications, decisions, and waiting lists.
- Work with the Diocese, Local Authority, and families to ensure that the Catholic character of the school is respected and safeguarded during the admissions process.

10.8 Appeals for In-Year Applications

If an In-Year application is refused, the parent or carer has the legal right to appeal the decision to an independent admission appeals panel (see Section 12).

10.9 Contact for In-Year Admissions

To make an In-Year application or for more information, please contact:

St Winifred's RC Primary School, A Voluntary Academy
Phone: 0161 432 5782
Email: admin@st-winifreds.stockport.sch.uk
Website: www.st-winifreds.stockport.sch.uk

11. Deferred Entry to Reception

11.1 Legal Entitlement to Start School

Children in England are entitled to start full-time school in the September following their 4th birthday. This is known as the normal admission round for Reception.

However, children are not legally required to start school until the term after their 5th birthday, which is when they reach compulsory school age. Parents have the legal right to defer their child's entry to Reception, or to request part-time attendance during the year.

11.2 Options Available to Parents

The following options are available to all parents of children who are offered a place in Reception:

a) Full-Time Start (Default)

- Child starts full-time in Reception in the September after their 4th birthday.

b) Part-Time Start

- Parents may request that their child attends Reception on a part-time basis until they reach compulsory school age.
- The school will work with parents to consider a suitable part-time schedule, balancing educational benefit and child readiness.

c) Deferred Start (Within the Same Academic Year)

- Parents may defer their child's entry to Reception until later in the same school year, but not beyond the term in which the child turns 5:
    - For children born between 1 September and 31 December, entry can be deferred until January.
    - For children born between 1 January and 31 March, entry can be deferred until April.
    - For summer-born children (1 April – 31 August), see below.

11.3 Summer-Born Children – Delayed Entry to Reception (Admission Outside Normal Age Group)

Parents of summer-born children (born between 1 April and 31 August) may feel that their child is not ready to start school in the September following their 4th birthday. These parents may request that their child:

- Delays entry by one full year, and

- Starts in Reception class the following September, outside their normal age group.

This is known as delayed or decelerated entry.

This is not an automatic right. Such requests must be made formally and considered by the admissions authority (the Trust) based on what is in the best interests of the child.

11.4 Process for Requesting Delayed Entry (Summer-Born Children)

1. Parent submits written request to the school (by the published application deadline or earlier), including:
    - A clear explanation of the reasons for the request.
    - Any relevant supporting evidence (e.g. from a GP, health visitor, early years provider, or educational psychologist).
2. The school will consider the request based on:
    - The child's individual circumstances.
    - The views of the headteacher.
    - Relevant educational, developmental, and social factors.
3. The school will notify the parent of the decision in writing, including reasons.
4. If agreed, the parent must then:
    - Reapply for a Reception place during the next admissions round (the offer for the current year cannot be held over).
    - Be aware that there is no guarantee of a place in the preferred school for the following year.

The child will remain in that cohort throughout their schooling, unless future transitions are reviewed.

11.5 Important Considerations for Parents

- The right to defer entry or attend part-time applies only to Reception, not beyond.
- If entry is deferred beyond the term after the child's fifth birthday, the offer expires, and parents must reapply.
- A deferred child will not be placed on a waiting list for the next year's cohort unless a new application is submitted and accepted.

11.6 Compulsory School Age

A child reaches compulsory school age on:

Child's 5th Birthday Between	Compulsory Start Term
1 September – 31 December	Spring Term (January)
1 January – 31 March	Summer Term (April)
1 April – 31 August	Autumn Term (September after 5th birthday)

Contact for Deferred Entry Requests

All requests for part-time, deferred, or delayed entry should be addressed to the School Office for the attention of the Headteacher, in the first instance.

12. Admission of Children Outside Their Normal Age Group

12.1 Introduction

The Trust recognises that parents may request admission for their child outside their normal age group. This includes:

- Requests for a child to be admitted to a year group other than their chronological age group, such as starting Reception a year later or earlier than usual.
- Requests for delayed transfer from Key Stage 2 to Key Stage 3
- Applications for early entry to school or skipping a year.

12.2 Consideration of Requests

- Each request will be considered on a case-by-case basis, taking into account the best interests of the child.
- The Trust will balance parental preference with educational and social considerations, including the child's emotional, physical, and intellectual development.
- The decision will also consider the views of relevant professionals, such as the child's current school, educational psychologist, or medical specialists.

12.3 Application Process for Admission Outside Normal Age Group

- Parents/carers must submit their request in writing at the time of application, clearly stating the reasons for seeking admission outside the normal age group.
- The request should be accompanied by supporting evidence, such as:
    - Professional reports (e.g., from a paediatrician, educational psychologist).
    - School reports detailing the child's progress and needs.
    - Any relevant social or medical information.

- If applying for Reception entry deferred by a year, the parent must apply within the normal admissions round and indicate the request clearly.

12.4 Decision-Making

- The Headteacher, in consultation with relevant representatives of the Trust (and Local Authority if appropriate) will consider the request.
- The school will assess whether the child would be better placed educationally and socially by being admitted outside their normal age group.
- The school will notify the parent/carer of the decision in writing, before the national offer date wherever possible.

12.5 Impact on Applications

- If the request to admit the child outside their normal age group is agreed, the child's application will be considered for a place in the requested year group.
- The application will be considered alongside all others for that year group, using the published oversubscription criteria.
- Agreement to admission outside the normal age group does not guarantee a place in that year group.

12.7 If the Request is Refused

- If a school refuses a request for admission outside the normal age group, parents can still apply for a place in the normal age group.
- The refusal of a request is not an admission decision and cannot be appealed independently.
- Parents can appeal only against the refusal of a school place, not the decision regarding the child's age group placement.

---

13. Fair Access Protocol (FAP)

The Fair Access Protocol is a statutory requirement under the School Admissions Code (2021). Its purpose is to ensure that unplaced children, especially those who are vulnerable or hard to place, are offered a school place quickly, so that no child is left without a suitable school.

The protocol is designed to ensure that all schools – including academies – share the responsibility of admitting children with complex or challenging needs fairly and equitably.

13.2 Legal and Policy Context

All schools, including those within Emmaus Catholic Academy Trust are required to:

- Participate in the Local Authority's Fair Access Protocol.
- Admit pupils where required to do so under the protocol, even when the school is full.
- Work collaboratively with local partners and the local authority to identify and respond to the needs of vulnerable and hard-to-place children.

This protocol operates outside the normal admissions process and takes precedence over waiting lists and oversubscription criteria.

13.3 Who the Protocol Applies To

The types of pupils typically considered under Fair Access Protocols include, but are not limited to:

- Children who have been permanently excluded from another school.
- Children returning from the criminal justice system.
- Children in alternative provision or who have been out of education for significant periods.
- Children with challenging behaviour or at risk of exclusion.
- Children of refugees and asylum seekers with limited English proficiency.
- Homeless children or those in temporary accommodation.
- Children subject to a Child Protection Plan.
- Children who are young carers.
- Children with special educational needs, disabilities, or health conditions not requiring an EHCP.
- Children in care or previously looked after who need placement outside the normal admission round.

The Local Authority will define the specific pupil categories in its published Fair Access Protocol, which all participating schools must follow.

13.4 Decision-Making and Referral Process

1. The Local Authority (LA) identifies pupils eligible under the Fair Access Protocol.
2. A placement panel (usually involving representatives from local schools and the LA) meets to determine the most appropriate placement.
3. The LA may direct a school to offer a place, even if the year group is full.
4. The school must respond promptly and either:
    - Offer a place, or
    - Present evidence (within the statutory time frame) that admitting the pupil would cause significant prejudice and that another school would be more appropriate.

5. If the school refuses to admit the pupil and the LA disagrees, the LA may refer the case to the Department for Education for resolution.

13.5 Responsibilities of the Catholic Multi Academy Trust

As a faith-based trust, Emmaus Catholic Academy Trust will:

- Work to balance the need to maintain the Catholic character of its schools with the legal obligation to admit pupils under the Fair Access Protocol.
- Ensure that decisions are made in a timely, transparent, and compassionate manner.
- Provide appropriate support and integration strategies to help Fair Access pupils settle and succeed.
- Liaise with diocesan and local authority partners to safeguard the ethos and well-being of both the admitted pupils and the wider school community.

13.6 Appeals and Challenges

- Parents do not have the right to appeal against admission under the Fair Access Protocol (since the school cannot refuse such placements).
- However, if the school was not named under the FAP, and a child was refused a place via normal admissions, parents retain the right to appeal.

13.7 Monitoring and Reporting

- The Trust will keep records of all placements made under the Fair Access Protocol.
- Data may be reviewed by the Local Authority and the Trust Board to ensure fairness in distribution and identify areas requiring additional support.

14. Appeals Process

14.1 Right to Appeal

Parents or carers whose application for a place at a school within Emmaus Catholic Academy Trust has been unsuccessful have a legal right to appeal the decision. This applies to:

- Admissions at the normal point of entry (Reception or Year 7), and
- In-year admissions where a place has been refused due to oversubscription.

Appeals are heard by an independent admission appeals panel that is completely separate from the school and the Trust.

14.2 How to Appeal

The decision letter issued by the school will contain:

- The reasons why the application was refused.
- Instructions on how to appeal.
- The deadline for lodging an appeal (usually 20 school days from the notification of refusal).

Appeals must be submitted in writing using the Appeals Form, available from the school website or Appendix B of this policy.

14.3 Appeal Hearings

- Appeals are conducted in accordance with the School Admission Appeals Code.
- You will receive at least 10 school days' notice of the date of your appeal hearing.
- You will be given the opportunity to submit further evidence in support of your case up to 10 school days before the hearing.
- The appeal panel will be composed of three members, including:
    - One lay member (not involved in education),
    - One or more people with experience in education, and
    - An independent chairperson.

14.4 What Happens at the Hearing

At the hearing, both you and the school's presenting officer will be able to explain your respective cases. The process generally follows two stages:

Stage 1 – Factual/Legal

The school will explain why the application was refused.

The panel will decide whether:

- The admission arrangements were lawful and correctly applied.
- Admitting additional pupils would cause prejudice.

Stage 2 – Balancing

If the panel finds the case for refusal is valid, it will then weigh:

- The prejudice to the school,
- Against the personal circumstances of the child (e.g. medical, social, faith-based grounds).

14.5 Appeal Outcomes

The panel can:

- Uphold the appeal, and the school must offer a place.
- Dismiss the appeal, and the refusal of a place stands.

You will receive the decision in writing, usually within 5 school days of the hearing.

The decision of the panel is legally binding on the school and the parent.

14.6 Infant Class Size Appeals

If the appeal is for a Reception, Year 1, or Year 2 class that already has 30 pupils, the panel is restricted to only allowing appeals if one of the following applies:

- The admission arrangements were unlawful or incorrectly applied;
- The decision to refuse a place was unreasonable (in the legal sense);
- The child would have been offered a place if the admission arrangements had been properly applied.

This is due to the legal limit on infant class sizes (maximum of 30 children per teacher).

14.7 Multiple Appeals

If more than one parent is appealing for the same school and year group, the appeals may be grouped together where appropriate, particularly during the Stage 1 factual presentation.

14.8 Complaints

If you feel that your appeal was not conducted fairly or in accordance with the School Admission Appeals Code, you can complain to Department for Education which handles complaints for academies. However, the Department for Education cannot overturn the appeal panel's decision.

14.9 Contact for Appeals

For further details on submitting an appeal, contact:

St Winifred's RC Primary School, A Voluntary Academy
Email: admin@st-winifreds.stockport.sch.uk
Phone: 0161 432 5782
Website: www.stockport.gov.uk/admission-appeals/school-admissions-how-to-appeal

Appendices

Appendix A: Supplementary Information Form (SIF)

Please return this form to the school by **[Deadline Date]**. It is **not** a substitute for the Local Authority Application Form.

Part A – To be completed by Parent/Carer

- Child's Full Name: _____
- Date of Birth: _____
- Home Address: _____
- Postcode: _____
- Parent/Carer Name(s): _____
- Contact Number: _____
- Email: _____

Is your child a Baptised Catholic? ☐ Yes ☐ No
If yes, please attach a **copy of the Baptism Certificate**.

If no, please state religion or denomination: _____
Please provide a **letter of support** from your religious leader (if applying under faith criteria).

Sibling in school? ☐ Yes ☐ No
Name of sibling: _____ Year Group: _____

Declaration
I confirm that the information provided is accurate and complete.

Signature: _____ Date: _____

Appendix B: School Admission Appeals Form

Emmaus Catholic Academy Trust
School Admission Appeal Form
(For appeals against a refusal of admission to one of the Trust's schools)

Section 1: Pupil Information

- **Child's Full Name:** _____
- **Date of Birth (DD/MM/YYYY):** _____
- **Current School/Nursery (if applicable):** _____
- **Year Group Applied For:** _____
- **Name of School You Are Appealing For:** _____

Section 2: Parent/Carer Information

- **Full Name(s):** _____
- **Relationship to Child:** _____
- **Address:**

Postcode: _____

- **Phone Number:** _____
- **Email Address:** _____

Section 3: Grounds for Appeal

Please state clearly the reasons for your appeal and any factors you wish the independent panel to consider (e.g., medical, social, family, religious, or other exceptional circumstances). Attach extra sheets if needed.

Section 4: Supporting Documents

Are you including any supporting documents with this form?
☐ Yes (please list them below)
☐ No

List of enclosed documents:

- _____
- _____
- _____

Section 5: Representation at Appeal Hearing

Do you wish to attend the hearing in person?
☐ Yes
☐ No
☐ I would like the panel to consider my written statement only

Do you require any special arrangements (e.g., interpreter, accessibility)?
☐ Yes ☐ No
If yes, please provide details: _____

Section 6: Declaration

I confirm that the information given on this form is true and complete to the best of my knowledge. I understand that any false information may result in the appeal being void.

Signature: _____
Date: _____

How to Submit this Form

Please return the completed form to:

St Winifred's RC Primary School

Didsbury Road

Heaton Mersey

Stockport, SK4 3JH

admin@st-winifreds.stockport.sch.uk

You will receive an acknowledgment of your appeal and details of the appeal hearing in due course.

Appendix C: In-Year Admission Application Form

Emmaus Catholic Academy Trust
In-Year Admission Application Form
(For admission to any year group outside the normal admission round)

Section 1: Pupil Details

- **Child's Full Name:** _____
- **Date of Birth (DD/MM/YYYY):** _____
- **Current School (if applicable):** _____
- **Current Year Group:** _____
- **Year Group Applied For:** _____
- **Address:**

Postcode: _____

- **Is the child currently looked after or previously looked after?**
  ☐ Yes
  ☐ No

Section 2: Parent/Carer Details

- **Full Name(s):** _____
- **Relationship to Child:** _____
- **Contact Address (if different from child's):**

Postcode: _____

- **Contact Telephone Number(s):** _____
- **Email Address:** _____

Section 3: Reason for Application

Please explain the reason for applying for a place at this school and the preferred year group:

Section 4: Faith Information (if applicable)

Is the application made on faith grounds?
☐ Yes
☐ No

If yes, please complete and attach the **Supplementary Information Form (SIF)** with evidence (e.g., baptism certificate).

Section 5: Additional Information

Does the child have any special educational needs, disabilities, medical conditions, or other factors the school should be aware of? (This will help us support your child better.)
☐ Yes
☐ No

If yes, please provide brief details:

Section 6: Declaration

I confirm that the information given on this form is accurate and complete. I understand that providing false information may affect my application.

Signature of Parent/Carer: _____

Date: _____

Submission Instructions

Please return this completed form (and the SIF if applicable) to:

St Winifred's RC Primary School
Didsbury Road

Heaton Mersey

Stockport, SK4 3JH
admin@st-winifreds.stockport.sch.uk