



Mission Statement

“A Caring Christian Family Where We Grow Together”

ADMISSIONS POLICY 23/24 & 24/25

Effective Date: 01/04/2017

Review Date: September 2024 Annual

Review Date	Signed Head Teacher	Signed Director RCSAT
11/09/2018		
17/09/2019		
30/09/2020		
30/09/2021		
30/09/2022		
05/09/2023		

Persons Responsible for Policy:	Executive Headteacher RCSAT
Approval Date	01/04/2017
Signed:	Director RCSAT
Signed:	Executive Headteacher RCSAT



1. Background information

- 1.1. Parents should be made aware before applying that, in RCSAT schools, RE, collective worship and our whole ethos are based on the teachings of the Church of England.
- 1.2. Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure by the cut-off date of 15th January each year or as detailed on the LA website.
- 1.3. Applications may also be made online by using the common application form. If an application is being made under a faith designation (criteria 5 or 6) then a supplementary form has to be completed and returned to the school by the cut-off date.
- 1.4. It is not normally possible to change the order of your preferences for schools after the cut-off date without the application being classed as late. Then the application may be disadvantaged as it will be considered after all on-time applications.
- 1.5. Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 16th April each year or as detailed on the LA website.
- 1.6. Parents of children not admitted will be informed of the reasons and offered an alternative place by the Authority if they are Cheshire East residents. (For information: non-residents are not offered alternative places – this is the responsibility of the home Local Authority).
- 1.7. The number of places, based on the Published Admission Number (PAN), for admission to the Reception Class in the year at each RCSAT school is defined. This arrangement follows consultation between the Board of Directors, The Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The Board of Directors will not place any restrictions on admissions to the Reception Class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than 30 children with one school teacher.
- 1.8. Admissions to the School are the responsibility of the Board of Trustees. The Board of Trustees has delegated responsibility for admission arrangements to the LGC and they must approve the arrangements annually. If the school is over-subscribed, they will apply the admissions criteria to all applicants and provide the local authority with a list of pupils ranked in order of the criteria by the due date. In the event of an Appeal, the Board of Trustees and LGC will prepare a case to go to the Appeals Panel.
- 1.9. In line with Local Authority guidelines, the Board of Trustees endeavours to keep to the planned admission number throughout the school, wherever possible, that is 30 children per year group.
- 1.10. The details of the Admission criteria and process are provided in the procedure, RCSAT-PR-010-01.