



School Admissions Policy for Academic Year 2026-2027

***‘Encouraging, comforting and urging you to
live lives worthy of God.’
(1 Thessalonians 2:11-12)***

(To be reviewed July 2026)

School Admissions Policy

Introduction

“Christian values underpin our every action. Every child is a child of God and thus unique and special. We seek to provide a caring family ethos in which children will be loved and nurtured in such a way as they in turn develop a respect and tolerance for all, irrespective of gender, creed, race or disability, and a willingness to support those in need in the community and the wider world.” (School Mission Statement)

St Matthew’s Church of England School is a Voluntary Aided School and, as such, the admission of pupils is the responsibility of the Governing Board, in agreement with the Local Authority and the Diocesan Board of Education. Responsibility for admissions has been delegated by the Governing Board to the *School Admissions Committee*, composed of two Governors and the Head Teacher.

Children are admitted into Reception Classes of at the beginning of the Autumn Term before their fifth birthday. The *Planned Admission Number* agreed with the Local Authority for admission to the Reception Classes in the School is 60.

From 2010/11 all school applications have been coordinated by Oldham Local Authority and an ***Online Application Form*** must be completed by parents, and submitted to the Local Authority. (For full details please visit the website at www.oldham.gov.uk/admissions). In addition, a ***Supplementary Information Form*** for St. Matthew’s C of E Primary School must also be completed and returned to the School. This is to assist in the allocation of pupil places when the School is oversubscribed, and a Waiting List is in operation.

Admissions Criteria

The Governing Board will admit all pupils who have an Educational, Health and Care Plan in which the School is named. In the event of over-subscription for the remaining places they will be allocated by use of the following *criteria* in the order printed:

- 1)** All looked after children, and previously looked after children, i.e. children who were looked after but ceased to be so because they were adopted, or became subject to a Child Arrangements Order or Special Guardianship Order.
- 2)** Children whose medical or social circumstances affect their education or ability to get to school and, as result, their needs may only be met at St Matthew’s Church of England School. **Evidence of such medical or social circumstances must be provided. (Ref 1)**
- 3)** Children who will have an older brother or sister attending St Matthew’s C of E Primary School at the time of their admission. **(Ref 2)**

4) Twelve places, i.e. 20% of the Planned Admission Number, will be allocated to any children based on geographical proximity to the school, i.e. **without using any faith criteria**.

5) Baptised or dedicated children whose parents are in regular attendance at St. Matthew's Church. **(Refs 3 & 4)**

6) Baptised or dedicated children whose parents are in regular attendance at a Church within the parish which is a member of the *Churches Together in Britain and Ireland*. **(Refs 3 & 4)**

7) Children resident within the parish boundary of St. Matthew and St. Luke, Chadderton, as defined by the Diocese of Manchester. (For further information, please visit the website at www.manchester.anglican.org).

8) Children whose families regularly attend another mainstream place of worship. **(Ref 5)**

9) Any other children by geographical proximity.

Please see below the notes and references relevant to the above criteria.

Ref All	TIE-BREAKS: Where there are more applicants for the available places within a category, then distance to the child's normal home front door from the main gate of the school in a straight line measured on a map will be used as the final determining factor, nearer addresses having priority over more distant ones. The 'normal' home of the child will be taken to be the home in which the child sleeps for the majority of the school week.
Ref 1	Where admission is sought under special medical or social circumstances criteria, professional supporting evidence, i.e. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child to attend and the difficulties that would be caused if the child had to attend another school. It is the responsibility of parents to ensure that the School has the most up to date information available.
Ref 2	'Brother' or 'sister' includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.
Ref 3	Regular attendance is normally taken to mean a minimum of twice a month at church or public worship for at least one year prior to 1 st September in the year before admission to school, i.e. for admission in September 2024, attendance will be taken from the year September 2022 to September 2023).

Ref 4	Evidence of infant baptism or dedication of the child, and of regular attendance by parents must be provided by a member of the Clergy, or other designated Church Officer, on the form provided.
Ref 5	Evidence of regular attendance by parents must be provided by a leader of the mainstream faith, e.g. Imam, or Rabbi. Regular attendance is normally taken to mean a minimum of twice a month at a place of public worship for at least one year prior to 1 st September in the year before admission to school, e.g. for admission in September 2024, attendance will be taken from the year September 2022 to September 2023).

Additional Criteria

Twins

Where there are children of multiple births wishing to be admitted and the sibling is the 60th child, the Governors may admit over the Planned Admission Number, if it is possible to do so. If this is not possible, the Governors will inform the Local Authority which may consult with the parents to consider whether all the siblings can be offered a place at the same alternative school.

Deferred Admission

Children will be admitted to the Reception Classes at the beginning of the Autumn Term before their fifth birthday. However, parents may request that their school place be deferred until later in the school year and, if they do this, the place will be held for the child. However, parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted.

NB: Please give details in a covering letter of the points you wish to be taken into consideration regarding your child's qualifications for entry under the above criteria.

Waiting List

When the School has more applications than places, the above admissions criteria will be used by the Governing Board. Children who are not admitted will have their name placed on a Waiting List. The names will be placed in the order resulting from the application of the admissions criteria, excluding criteria 4 which is only relevant to the initial offers to Reception Classes. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus, it is possible for a child who moves into the area later, to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the Planned Admission Number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

In Year Admission

The Local Authority co-ordinates in-year admissions. Once the in-year transfer forms are completed, the LA will offer a place if there is one available, or apply the oversubscription criteria as explained in the **Waiting List** paragraph above. Parents will be informed of the outcome by letter and also of their right to appeal.

Right of Appeal

Where the Governors are unable to offer a place because the school is over-subscribed, parents have the right to appeal to the Independent Admission Appeal Panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the school within 14 days of receiving the letter refusing a place, if they wish to appeal.** Parents will have the opportunity to submit their case to the Appeal Panel in writing, and to attend in order to present their case. Parents will normally receive 14 days' notice of the place and time of the Appeal Hearing.

Please keep this copy of the School Admissions Policy for your own information.