EMMAUS
CATHOLIC ACADEMY TRUST

DIOCESE OF SALFORD

Consultation
Draft

Secondary School Admissions Policy

For September 2027 admissions onwards

Humility • Faithfulness • Service

POLICY DOCUMENT	SECONDARY SCHOOL ADMISSIONS POLICY
Legislation/Category: Academy Schools	REQUIRED
Lead Member of Staff:	DIRECTOR OF GOVERNANCE, RISK AND COMPLIANCE
Approved by:	Trust Board
Date of approval:	FEBRUARY 2026
Date of Renewal:	FEBRUARY 2033

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.**

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Emmaus Catholic Academy Trust Vision:

To provide great Catholic education across Greater Manchester.

Journey with Emmaus CAT…

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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 Secondary School 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 2027-28 onwards

Applicable to all secondary schools within Emmaus Catholic Academy Trust.

[SCHOOL NAME], 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.

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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 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)

[APPENDIX ONE OF THIS POLICY PROVIDES PUBLISHED ADMISSION NUMBERS FOR ALL SECONDARY SCHOOLS WITHIN EMMAUS CATHOLIC ACADEMY TRUST, ONLY THE PAN PERTINENT TO THIS SCHOOL WILL BE PUBLISHED HERE IN THE FINAL VERSION]

Each school within the Trust has a PAN, which represents the maximum number of pupils that can be admitted to the Year 7 intake in any one year.

The Published Admission Number (PAN) for **[SCHOOL NAME]** is **[PAN NUMBER]**

6. Oversubscription Criteria

When the number of preferences (applications) exceeds the PAN, the following criteria will be applied to all applicants to determine who has priority for the places available:

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. Baptised Catholic children from feeder schools **[AS NAMED IN APPENDIX TWO]**
4. Baptised Catholic children in contributory parishes **[NAME PARISHES HERE]**
5. Other baptised Catholic children.
6. Children of other Christian denominations (with evidence of Baptism or minister's letter).
7. Children of other faiths (with supporting evidence from a faith leader).
8. 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.

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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 6.1, the following procedures will be applied to determine who will be offered a place:

7.1.1 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) calculated in a direct straight line from the child's permanent place of residence to the school. This will be calculated based upon to the coordinates of the Local Land and Property Gazetteer.
- 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.

7.1.2 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.
- The process will be documented, and records kept for audit purposes.

7.1.3 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.

7.1.4 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:

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- **Looked After Children**: A 'looked after child' is a child who is (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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school
- **Previously Looked After Children**: All references to previously looked after children in this Policy mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those 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.
- **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 Year 7.

Applications for places in other year groups during this period are treated as in-year admissions (see Section 10).

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 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

[EACH SCHOOL WILL ALIGN WITH THE KEY DEADLINES FOR THE LOCAL AUTHORITY WITHIN WHICH IT IS LOCATED AND ONLY THE DEADLINES PERTINENT TO THE LOCAL AUTHORITY OF THIS SCHOOL WILL BE PUBLISHED HERE IN THE FINAL VERSION AND UPDATED TO REFLECT THE DATES FOR THE RELEVANT ADMISSIONS ROUND]

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Admission Stage	Date / Deadline
Applications Opens	
Application Deadline	
Offer Notification	
Deadline to Accept Offer	

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 6).
- Applications are ranked according to the criteria and places are allocated accordingly.

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) until 31st December in the year of admission.
- Waiting lists are ranked by the oversubscription criteria, not by date of application or when the child was placed on the list.
- If Parents wish for their child to remain on the waiting list beyond 31st December (in the admission year) they may make a written request for their child remain on the waiting list until the end of the same academic year.
- Being on a waiting list does not guarantee a place at the preferred school.

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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 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.

8.11 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.

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- 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 school and Local Authority immediately.
- The Local Authority will consider the new arrangements, provided they are genuine and can be evidenced.

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 would first seek to ascertain the correct address and identify any court orders in place and the implication of such.
- 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

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- 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 Year 7 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. Year 7), 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
- From the Local Authority

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)

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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 year group for which an application is received, it will ordinarily 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.

10.3 Oversubscription Criteria

If there are more applicants than available places, the published oversubscription criteria (as set out in Section 6 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 Responsibilities of the Trust and School

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

- Process In-Year applications fairly and efficiently.

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- 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.

10.7 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).

10.8 Contact for In-Year Admissions

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

[School Name]
Phone: [Insert Number]
Email: [Insert Email Address]
Website: [Insert School or Trust Website]

11. Admission of Children Outside Their Normal Age Group

11.1 Introduction

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

- Requests for delayed transfer from Key Stage 2 to Key Stage 3
- Applications for early entry to school or skipping a year.

11.2 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.

11.3 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:

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- Professional reports (e.g., from a paediatrician, educational psychologist).
- School reports detailing the child's progress and needs.
- Any relevant social or medical information.

11.4 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.

11.5 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.

11.6 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.
- Parents cannot appeal via the independent admission appeal process against the decision of the admission authority, if they do not agree to the admission of the child out of age range, but parents can follow the usual school complaints procedure to make challenge/representations.
- Parents can appeal only against the refusal of a school place, not the decision regarding the child's age group placement.

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12. 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.

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12.1 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.

The School Admissions Code prescribes the categories of children that are eligible to be considered under Fair Access Protocol.

12.2 Decision-Making and Referral Process

1. Pupils who are eligible to be placed via the Fair Access Protocol, if they are having difficulty securing a place via the normal in-year admissions process.
2. A placement panel (usually involving representatives from local schools and the LA) meets to determine the most appropriate placement.
3. 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.
4. 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.

12.3 Responsibilities of the Catholic 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.

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12.4 Appeals and Challenges

The duty of Fair Access Protocol is placement decisions to ensure the child is not without an education offer. Fair Access Protocol does not therefore have to comply with parental preference when making placement decisions, but this does not remove the parental right to appeal via the independent admission appeal process, if a place has been refused at a school of their preference, which they applied for.

12.5 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.

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13. Appeals Process

13.1 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 (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.

13.2 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.

13.3 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:

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- One lay member (not involved in education),
- One or more people with experience in education, and
- An independent chairperson.

13.4 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).

13.5 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.

13.6 Multiple Appeals

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

13.7 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.

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13.8 Contact for Appeals

For further details on submitting an appeal, contact:

SCHOOL CONTACT NAME
Email: [Insert]
Phone: [Insert]

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APPENDIX ONE – PUBLISHED ADMISSION NUMBERS FOR SECONDARY SCHOOLS WITHIN EMMAUS CATHOLIC ACADEMY TRUST, TO BE APPLIED AT SECTION 5 OF THIS POLICY FOR INDIVIDUAL SCHOOLS

SCHOOL NAME	LOCAL AUTHORITY AREA	PUBLISHED ADMISSION NUMBER
ST ANNE'S RC VOLUNTARY ACADEMY	STOCKPORT	150
ST ANTONY'S ROMAN CATHOLIC SCHOOL	TRAFFORD	130
ST JOHN HENRY NEWMAN ROMAN CATHOLIC COLLEGE	OLDHAM	300
ST MATTHEW'S RC HIGH SCHOOL	MANCHESTER	280

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APPENDIX TWO – DEFINED FEEDER PRIMARY SCHOOLS FOR SECONDARY SCHOOLS WITHIN EMMAUS CATHOLIC ACADEMY TRUST, TO BE APPLIED AT SECTION 6.1 OF THIS POLICY

ST ANNE'S RC VOLUNTARY ACADEMY
Feeder Primary Schools: • St Joseph's RC Primary School, Reddish • St Mary's RC Primary, Heaton Norris • St Joseph's RC Primary, Stockport • St Winifred's RC Primary

ST ANTONY'S ROMAN CATHOLIC SCHOOL
Feeder Primary Schools: • St. Monica's, Flixton; • English Martyrs, Urmston; • Our Lady of the Rosary, Davyhulme; • St. Hugh of Lincoln, Lostock; • St. Ann's, Stretford; • St Teresa's, Firswood; • St Alphonsus, Brooks Bar.

ST JOHN HENRY NEWMAN ROMAN CATHOLIC COLLEGE
Feeder Primary Schools: • Corpus Christi RC Primary School • St Herbert's RC School • St Mary's RC Primary School • St Theresa's RC Primary School • Holy Family RC Primary School • SS Aidan and Oswald's Roman Catholic Primary School • St Edward's RC School • St Anne's RC Primary School • St Patrick's RC Primary and Nursery School • Holy Rosary RC Junior, Infant and Nursery School • St Joseph's RC Junior, Infant and Nursery School

ST MATTHEW'S RC HIGH SCHOOL
Feeder Primary Schools: • St Margaret Mary's • St John Bosco • St Edmunds • Mount Carmel • Christ the King • St Dunstan's

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APPENDIX THREE – MODEL SUPPLEMENTARY INFORMATION FORM

[School Name]

SUPPLEMENTARY INFORMATION FORM

20__/20__

If you are expressing a preference for a place for your child at **[insert name of school/academy]** in **[insert local authority area]** **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form, alongside the Common Application Form.

This should be returned to

[PERSON / CONTACT INFORMATION] by no later than the application deadline.

Name of child: _____

Address of child: _____

_____

_____

Parent/Carer Name: _____

Parent/Carer Email: _____

Please read the relevant school/academy Admissions Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided, the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.

Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Criteria	Tick Box	Evidence:
1. Catholic	□	
2. Catechumen	□	
3. Member of an Eastern Christian Church	□	
4. Member of other Christian denomination	□	
5. Member of other faith	□	

Name of the Catholic parish in which your child lives:

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The data contained within this form will be treated in compliance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act (2018). Further details of our policy surrounding this can be found on our website.

I confirm that I have read the Admissions Policy of the school/academy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Admission Authority may withdraw any offer of a place even if the child has already started school.

Signed…….. Date……

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