

St Patrick's RC High School



Determined Admission Arrangements 2027 - 2028

Approval Date: 09.12.2025

Considered By: Full Governing Board

Signed:
(Chair of Governors)

Admission Arrangements 2027 – 2028.

St Patrick's Roman Catholic High School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all pupils at a Catholic school, Catholic doctrine and practise permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents/carers will give their full, unreserved and positive support for the aims and ethos of the school. This does not effect the right of an applicant who is not Catholic to apply and be admitted to a place at the school in accordance with these admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at 180 pupils to be admitted to year 7 in the school year which begins in September 2027

St Patrick's RC High School is a Roman Catholic Secondary School provided by the Diocese of Salford and is maintained by the Salford Local Education Authority as a Voluntary Aided School. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admission.

In establishing their oversubscription criteria, the Governors have also taken full account of the Admissions Code of Practice 2021, produced by the Department for Education and the emphasis placed of supporting children in public care.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN

Pupils with an Education, Health and Care Plan

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

St Patrick's feeder primary schools are:

St Joseph the Worker RC Primary School – Irlam, St Teresa's RC Primary School – Irlam, St Gilbert's RC Primary School - Eccles, St Mary's RC Primary School – Eccles and Holy Cross and All Saints RC Primary School – Eccles

Oversubscription Criteria for Admission September 2027.

Where the number of applications exceeds the number of places available, places will be allocated in the following order of priority:

Category 1

Baptised Catholic looked after children and previously looked after children.

Category 2

Other baptised Catholic children who are attending a designated Catholic feeder primary school at the time of application.

Category 3

Other baptised Catholic children.

Category 4

Other looked after children and previously looked after children.

Category 5

Catechumens and members of an Eastern Christian Church.

Category 6

Children who are members of other Christian denominations whose membership is evidenced by a minister of religion.

Category 7

Children who are members of another faith whose membership is evidenced by a religious leader.

Category 8

Any other children.

Applicants seeking consideration under any of the Faith Categories within the school's Oversubscription Criteria MUST provide the required supporting documentation. Details of this can be found in the Notes section of the Supplementary Information Form.

PRIORITY WITHIN CATEGORIES

Within each category listed above, priority will be given in the following order:

a) Siblings

Children who will have a brother or sister attending St Patrick's RC High School at the time of admission.

b) Distance

Children living nearest to the school measured in a straight line from the child's home address to the school's main entrance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school, using the local authority's approved geographical computerised measuring system.

TIE BREAK

Where there are more applicants than places available within a category and the oversubscription criteria above are identical and the distance criterion is equal for two or more applicants and places cannot be allocated, the Governors will draw lots in the presence of an independent witness.

WAITING LIST

For Year 7 admissions, the school will maintain a waiting list until the 31st of December 2027.

The waiting list will be ranked strictly in accordance with the oversubscription criteria and not by the date on which a child's name was added to the list.

Children may move up or down the waiting list should circumstances change or if higher priority applicants are added. Inclusion in the school's waiting list does not mean that a place will eventually become available.

Application Procedures and Timetable

To apply for a place at this school in the normal admissions round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply oversubscription criteria 1 to 3 or 5 to 7. The Supplementary Information Form should be returned to Mrs Michelle Sykes, St Patrick's RC High School, 56 New Lane, Eccles, Manchester, M30 7JJ by 31st October 2026, the same day which applications close.

You will be advised of the outcome of your application on 1 March or the next working day by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 3 or 5 to 7, and this may affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for applications which is 31 October 2026

Late Applications

Late applications will be administered in accordance with the Local Authority Secondary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Outside their Normal Age Group

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the Headteacher via enquiries@stpatricksrchigh.co.uk at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

In Year Applications

An application can be made for a place for a child at any time outside of the normal admission round and the child will be admitted where there are available places. Applications should be made to Salford School admissions.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in Salford's current Fair Access Protocol. Accordingly, outside the normal admission round the admission authority is empowered to give absolute priority to a child where admission is requested under the Fair Access Protocol. The admission authority has this power even where admitting the child would mean exceeding the PAN.

The admission authority reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.
A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic. For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.
4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.
All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. “children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. ‘brother or sister’ includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. A child’s “home address” refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form (“CAF”).

11. Shared Custody Arrangements

If parents are separated and the child spends time at each parents’ address, the address which will be used for admission to schools is the address where the child sleeps the majority of the school nights (Sun-Thurs) during the week in term time. Where there is dispute or equal nights are slept, the parent will be asked to provide proof of the address registered with the child’s GP.



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**ST PATRICK'S ROMAN CATHOLIC HIGH SCHOOL
SUPPLEMENTARY INFORMATION FORM
2027/2028**

If you are expressing a preference for a place for your child at St Patrick's RC High School in **Salford Local Authority** and wish to apply under a faith criterion, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to Mrs Michelle Sykes at St Patrick's RC High School, 56 New Lane, Eccles, Manchester M30 7JJ** by the closing date of **31 October 2026**.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- If you do not provide the information required in this form and return it to the school, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this may affect your child's chance of being offered a place.
- Remember – you **must** also complete the Common Application Form via the Local Authority, Salford City Council.

Name of child: _____

Date of Birth : _____

Address of child: _____

Parent/Carer Name: _____

Parent/Carer Email: _____

Parent/Care Telephone _____

Please read the Admissions Policy, noting in particular any faith criteria before completing this form.



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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 St Patrick's RC High School at the proposed time of admission. If this information is not provided, the admission authority of St Patrick's RC High School 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)

Faith Status	Tick Box	Evidence: insert details in accordance with the Notes below
Catholic	☐	
Catechumen	☐	
Member of an Eastern Christian Church	☐	
Member of other Christian denomination	☐	
Member of other faith	☐	

Name of the Catholic parish in which your child lives:

In compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are

St Patrick's Roman Catholic High School, 56 New Lane, Eccles, Manchester, M30 7JJ

2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Debbie McCarron, and you can contact them with questions relating to our handling of the data. You can contact them by email at her email is Debbie.Mccarron@salford.gov.uk
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school/academy.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (*Article 6(1)(e) of the UK GDPR*).



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6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by visiting the school's website – Complaints Policy. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk.

I confirm that I have read the Admissions Policy of St Patrick's RC High School 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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Notes

1. Evidence of Catholic Baptism

If an application is being made for a place at the school for a Catholic child, evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school. [The admission authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.]

2. Evidence for Catechumens

If an application is being made for a place at the school for a catechumen, evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

3. Evidence of Membership of an Eastern Christian Church

If an application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

4. Evidence for Other Christian Denominations and Other Faiths

If an application is being made for a place at the school as a member of another Christian denomination or another faith evidence confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The evidence should be provided at the same time as this form is returned to the school.

Checklist:

Have you enclosed the required supporting evidence?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Evidence of catechumenate of a Catholic Church. (where applicable)
- Evidence confirming membership of an Eastern Christian Church. (where applicable)
- Evidence confirming membership of a Christian denomination or other faith (where applicable).

Have you completed and returned/submitted your Common Application Form via Salford Local Authority?

As an oversubscribed school it is really important that this is received by school together with the required supporting documentation by 31st October 2026 at the latest. Failure to provide this information may affect your child's placement within the correct oversubscription category.