THE SYCAMORE CHURCH OF ENGLAND TRUST

A Charitable Company Limited by Guarantee registered in England and Wales (Company Number: 10762038)

ADMISSIONS POLICY FOR RECEPTION ADMISSIONS 2026 AT RADCLIFFE HALL CE METHODIST PRIMARY SCHOOL

The Sycamore Church of England Trust is the Admissions Authority for Radcliffe Hall CE Methodist Primary School. Responsibility for admissions is delegated to the Local Academy Committee in agreement with the trustees.

The standard number agreed for admission to the Reception Class is 45. Up to the admission number all applications will be accepted.

Children with Special Educational Needs or an Education, Health and Care Plan will be given a place at the school named on their EHCP.

If applications exceed the admission number, the Admissions Panel will meet and children will be admitted (up to the admission number) according to the following criteria, applied in order:

1.	Children in public care and previously looked after children. This includes any "looked after child", “previously looked after children” and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. ‘Looked after’ means that the child was (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. This criterion also includes looked after children and all previously looked after 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.
2.	Children who will have an older brother or sister attending the school at the time of their admission.
3.	Any other children.

Applications received after the published closing date will be treated as late applications. We will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications that are received on time.

The school will hold a waiting list for the first term after the normal admission round, i.e., September to December. If places become available, they will be offered in accordance with the school’s admission policy.

Notes:

A. If there is over-subscription in any category places will be offered using a straightline distance measurement from home to school. The distance will be measured using a computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Those living closer to the school on this basis will receive the higher priority.

B. The Local Academy Committee will follow Bury LA policy when making decisions regarding a child's residence. For example, where shared parenting arrangements are in place, the home address will be decided by using the address to which the Child Benefit is paid.

C. 'Brother' or 'sister' includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart. If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins and the three triplets will be offered places.

D. A place in the school's nursery does not guarantee a place in the school's reception class.

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

RIGHT OF APPEAL

If an application for admission has been turned down by the Local Academy Committee, parents can appeal to an independent Appeals Panel. This appeal must be sent in writing to the Admissions Team of the Local Authority. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Sycamore Church of England Trust.