THE SYCAMORE CHURCH OF ENGLAND MULTI-ACADEMY TRUST

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

ADMISSIONS POLICY FOR RECEPTION ADMISSIONS SEPTEMBER 2026 AT ST STEPHEN'S CE PRIMARY SCHOOL, BURY

Admissions to St Stephen's CE Primary School are the responsibility of the Local Academy Committee, in agreement with the Trustees and Manchester Diocesan Board of Education.

The standard number proposed for admission to the Reception Class is 30.

Responsibility for admissions is delegated to the Local Academy Committee. 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 of serving armed services personnel.
3.	Children whose medical or social circumstances mean that their needs can only be met at this school.
4.	Children who will have an older sister or brother attending the school at the time of their admission.
5.	60% of the remaining places will be allocated to any children living in the Parish of St Stephen's.
6.	Children whose parent(s)/carer(s) are in regular attendance at St Stephen's.
7.	Children whose parent(s)/carer(s) are in regular attendance at a church which is a member of Churches Together in Britain and Ireland, or a local Churches Together organisation.
8.	Any other children.

If you wish your child to be considered within the faith category (see criteria 5 and 6 above), you **must** complete the supplementary form which is available online and return it to the school by the date specified on the form. This is not a requirement to apply for a place. 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 straight-line 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. Where admission is sought under special medical or social circumstances criteria, professional supporting evidence, e.g. 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 and the difficulties that would be caused if the child had to attend another school.

D. '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.

E. Regular church attendance is normally taken to mean a **minimum** of fortnightly attendance at public worship for **at least** the year prior to 1st September before admission into the school. We will also distinguish between levels of commitment based on attendance at public worship, with higher priority being given to those with a longer duration of attendance, up to a maximum of three years. Evidence of regular attendance of parent(s)/carer(s) must be provided by a member of the clergy or other designated church officer. The school will secure this evidence by sending Supplementary Form B to the named person.

F. 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.

ST STEPHEN'S CE PRIMARY SCHOOL, BURY
Reception Admissions September 2026

Supplementary form (A) – To be completed by Parent(s) and returned to school by Friday 16th January 2026

Child's Surname . . . . . First names . . . .

Date of birth . . . . Boy ☐ Girl ☐

Name of parent(s) . . . .

Address . . . .

. . . . . .

Post code . . . . . .

Telephone . . . . Mobile . . . .

Place of worship one (or both) of the parents regularly attends:

Name of place of worship . . . .

Address . . . .

. . . .

Name of vicar / priest / minister / faith leader . . . .

Address . . . .

. . . .

Post code . . . . . .

Telephone . . . .

Worship attendance:

I can confirm that I have attended worship at the above church at least fortnightly

for: the past year ☐ the past two years ☐

the past three years ☐

SIGNED…… Parent/Carer

Your faith leader will be contacted in order to confirm this information.

ST STEPHEN'S CE PRIMARY SCHOOL, BURY
RECEPTION ADMISSIONS 2026
Optional Supplementary Form (B) – Reference from Church Leader

Child's Surname . . . . . First names . . . .

Name of parent(s) . . . . . .

Address . . . .

. . . . . .

. . . .

Post code . . . . . .

Telephone . . . . Mobile . . . .

Place of worship one (or both) of parents regularly attends:

Name of place of worship . . . .

Address . . . . . .

. . . . . .

Name of vicar/priest/minister/church officer . . . . . .

Address . . . .

. . . .

Post code . . . . . Telephone . . . .

I confirm that one (or both) of the parent(s) named above have attended this church at least fortnightly for:

the past year ☐

the past two years ☐

the past three years ☐

SIGNED…… Vicar/minister/church officer **DATE**……

Please return directly to St Stephen's CE Primary School, Colville Drive, Bury BL8 2DX by Friday 23rd January 2026