



Loreto High School Chorlton

Admissions Policy

2026-27

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Loreto High School Mission Statement

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This policy is centred around the Loreto Mission statement

At Loreto Chorlton we are proud to be part of an international network of Loreto schools and colleges and we will work to interpret and apply the international guidelines for Loreto Education within the context of England in the early 21st century. Within our schools and colleges, the story of Mary Ward will be re-interpreted to, and by, each new generation. Her vision and values will find expression in the experience offered to, and shaped by, our students, parents, staff and governors.

We are ambitious for our students not just in the context of academic excellence but also in the context of human possibilities, and as educators we will stretch hearts as well as minds.

We encourage our students to become women and men who use their gifts and talents to make a difference both globally and locally; men and women of courage, who will challenge accepted notions and modes of society when they are at odds with the values for which we stand.

We will strive rigorously for the achievement of both personal and academic excellence within learning communities that:

- Introduce students to a reflective way of thinking and living and encourage seekers of truth who will search critically for answers to the great questions of life.
- Encourage doers of justice who will stand with those on the margins of life and become responsible global citizens and agents of social change, committed to building a better world.
- Allow all, the freedom to become their best selves and to take charge of their own lives and futures within environments that celebrate diversity and nurture independence of spirit.
- Develop relationships that are marked by a Christ-like respect and compassion and characterised by integrity and sincerity.
- Are joyful places where students enjoy their learning and flourish in a safe and healthy environment where the value of each individual is celebrated.

Introduction

Loreto High School Chorlton is a Roman Catholic comprehensive secondary school under the trusteeship of the Diocese of Salford. It is maintained by the Manchester Local Authority as a Voluntary Aided School. The school's distinctive Catholic ethos derives its expression from its close connection with the Institute of the Blessed Virgin Mary and the core values of Mary Ward - freedom, justice, sincerity, truth, joy, internationality and excellence.

The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admission. The co-ordination of admissions arrangements is undertaken by the local authority.

The ethos of this school is Roman Catholic. The Governors recognise that the responsibility of the school is to serve the Roman Catholic community for which it has been established. This is focused on designated parish communities and the Roman Catholic primary schools that are partners in providing for those communities. We ask all parents applying for a place at Loreto High School to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the Catholic faith of this school to apply for, and be considered for, a place at Loreto High School.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

This policy operates in conjunction with the following school policies:

- Equal Opportunities Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

2. Roles and responsibilities

The Governing Body is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Overseeing, and determining annually, admissions arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applicants than places at the school.
- Ensuring that oversubscription criteria does not discriminate against any child.
- Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear and objective.
- Publishing the admissions arrangements on the school website, including the oversubscription criteria.
- Publicly consulting on any proposed changes to the admissions arrangements.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.

3. Determining a PAN

For the school year commencing September 2026, the governing body has determined that the number of children to be admitted to year 7 will be 150. The Governing Body will publish its PAN annually. The Governing Body will notify the LA of any increases to the agreed PANs, and will reference the changes on the school's website. The Governing Body will consult on any proposal to increase or decrease the school's PAN.

If the Governing Body decides that it can accept more pupils than laid out in its PAN, it will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively.

In line with statutory requirements, the Governing Body will not refuse admission to any age group, other than the relevant age groups, on the grounds that the number of children admitted has already reached the PAN; however, the Governing Body may refuse admission on the grounds that the admission of another child would prejudice the provision of efficient education or efficient use of resources.

If there are fewer than 150 applications, all applicants will be offered places. If there are more applications than the number of places available, the oversubscription criteria will be applied.

4. Oversubscription criteria

The Governing Body will aim to ensure that oversubscription criteria is reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage,

whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

In the event that there are more applicants than available places, the Governing Body will apply the following oversubscription criteria, in order of priority given:

1. Looked After Children and previously Looked After Children. Children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted.
2. Baptised Roman Catholic children who attend one of the associated partner primary schools.
 - a. St John's RC (Chorlton) Primary School
 - b. St. Kentigern's RC Primary School
 - c. Our Lady's RC Primary School
 - d. Holy Name RC Primary School
 - e. St Wilfrid's RC Primary School
 - f. The Divine Mercy RC Primary School
 - g. St Ambrose RC Primary School
3. Baptised Roman Catholic children who have a sibling in the school at the time of admission.
4. Other baptised Roman Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Non Catholic children attending schools names in '2' above.
7. Non-Catholic children from other Catholic primary schools
8. All other children seeking a Catholic education.

All pupils who have named the school in their EHC plan will be admitted, once it has been established during the consultation process that Loreto High School can meet need. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

If it is not possible to offer places for all applications within any criterion above, priority will be given to those children living nearest the school. Distance is to be measured in a straight line from the centre point of the child's permanent home address to the centre point of the school as defined by the Ordnance Survey, the national mapping agency, using the local authority's computerised measuring system, with those living closer to the school receiving the higher priority. In the event of distances being the same for 2 or more applicants, places will be allocated by method 1-10 above.

Notes for Applicants:

- All applications will be considered at the same time and after the closing date for admissions which is 31st October 2026.
- A Looked After Child is a child who is:
 - in the care of a Local Authority, or
 - being provided with accommodation by a local authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989)
- A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. The governing body will require written evidence in the form of a certificate of reception before applications for school places can be considered for categories of 'Baptised Catholics'.
- Home address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- The admission of a non-Catholic child in a year when there are vacancies remaining after the demand from Catholics is met does not guarantee a place for a sibling in a year where the Catholic demand is greater.
- A waiting list for children who have not been offered a place will be kept and will be ranked according to the admission criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.
- For 'in year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- The Governing Body reserves the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs. Children with exceptional medical or social needs are required to provide appropriate supporting evidence, supplied by a doctor or a social worker.
- If an application for admission has been turned down by the Governing Board, parents may appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to

submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

- The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.

5. Equal opportunities

The Governing Body will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the Governing Body can justify how this is a proportionate means of achieving a legitimate aim. The admissions criteria will not discriminate against disabled applicants, unless the Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

6. Applications and offers

Parents must complete a local authority preference form or apply online via the website, [http://www.manchester.gov.uk/info/500322/secondary_school_admissions].

In the event that parents of a child wish for their child to be admitted outside their normal age group, the school's headteacher will assist the Governing Body in deciding on which year group the child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why. The LA will also be informed

All offers will be made on National Offer Day, i.e. 1 March or the next working day where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the Governing Body will rank applications in accordance with the determined arrangements, and will ensure that only one offer will be made per child by the LA.

7. In-year admissions

The school will follow the same process for in-year admissions as for admissions at the start of the academic year. Where the school has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

The school will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to

appeal through the process outlined below. Where an offer is accepted, the school will make arrangements for the pupil to start as soon as possible.

8. Waiting list

For admissions at the start of the academic year, the school will operate a waiting list which sets out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

The Governing Body will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

If a child on the waiting list is offered a position at the school, the parents will be notified and will have the option of accepting or rejecting the place within 28 days.

9. Admissions appeals

In accordance with the provisions of the Education Act 1998 amended by the 2002 Act, parents have the right to appeal against the refusal of the Governors to admit the child. An independent appeals panel will hear the appeal.

10. Monitoring and review

This policy will be reviewed by the Governing Body on an annual basis. Any changes to this policy will be communicated to all staff and other interested parties.

The next scheduled review date for this policy is October 2026.