




It is also likely to be helpful for you to complete the School's own supplementary admissions form.



Governors can take no account of (and in fact do not know) what preference you give the school.  The common application process, however, ensures your child will be allocated only one place, which will be in the school highest on your priority list that has a place for which they are eligible.

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ADMISSIONS PROCEDURE SEPTEMBER 2024

Admissions Number: The Governing Body has set 45 as the maximum number of admissions to the Reception classes for the school year commencing September 2024.

The school will admit all children having a statement of special educational needs in whose statement the school is named.

After the admission of children with such statements of special educational need, and in the event that there are more applicants than places remaining, the governing body will allocate the remaining places using its oversubscription criteria, in the order listed (this is carried out via Trafford's common admissions procedure).

Oversubscription Criteria



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 criteria 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 whose medical or social circumstances mean that their needs can only be met at this school.
3.	Children where both child and parent/legal guardian currently express their Christian worship and commitment actively within the worship life of St Hilda's Church.
4.	Children where both child and parent/legal guardian currently express their Christian worship and commitment actively within the worship life of other (orthodox) Christian churches.
5.	Children who have a brother or sister attending the school at the time of their application or admission.
6.	Children where both child and parent/legal guardian currently express their Christian worship and commitment within the worship life of St Hilda's Church less actively.
7.	Children where both child and parent/legal guardian currently express their Christian worship and commitment within the worship life of other (orthodox) Christian churches less actively.
8.	Children where child and/or parent/legal guardian currently express their faith actively within the worship life of another faith group.

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St Hilda's Church of England (Voluntary Aided) School

9.	Children where child and/or parent/legal guardian currently express their faith within the worship life of another faith group, less actively.
10.	All other children.

Further notes about the admission process together with detailed definitions of these criteria are given on pages 3-6 of this document, which is available on-line as needed.

St Hilda's Church of England (Voluntary Aided) School

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www.sthildasprimary.co.uk

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Manchester, M16 0SH

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Manchester Diocese

Trafford Council

sthoffice@vantageacademies.co.uk

St Hilda's C of E Primary School – Application for Admission Supplementary
Application Form (A) – Parents/Guardians



Details of Applicant (Child)			
Application for admission in school year beginning: September 2024			
Surname			
Forename(s)			
Gender	Male / Female (please delete as appropriate)		
Date of Birth		Religion?	
Permanent Address			Postcode

Details of Parent(s) / Legal Guardian(s)			
Surname			
Forename(s)			
Relationship to child			
Day time contact number(s)			
Surname			
Forename(s)			
Relationship to child			
Day time contact number(s)			

Details of siblings: other children, living at the same permanent address in a family unit, or with both parents the same as the applicant, who will be in attendance at St Hilda's School on the date of the application or admission of the Applicant (or applying for admission at the same time) [Criterion 5]		
Surname	Forename(s)	Date of Birth

Please tick if you consider any of the below to apply to your child:	
<input type="checkbox"/>	Child in public care or previously in public care
<input type="checkbox"/>	Child whose documented special medical or social circumstances mean that their needs can only be met at St Hilda's School – please ensure you provide all relevant evidence
<input type="checkbox"/>	Child and parent/legal guardian currently worship in St Hilda's Church
<input type="checkbox"/>	Child and parent/legal guardian currently worship in another Christian church
<input type="checkbox"/>	Children and/or parent/legal guardian worship as part of another faith group
} See note Below	
NOTE: For applications under faith criteria you must supply Supplementary Reference Form (B) duly authorised faith leaders by the deacon	

Signed		Date	
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Additional Information – Parent(s) / Legal Guardian(s) Fuller Contact details these are not required but are helpful in case we have a query regarding your application, and can contact you if needed to ensure we process it correctly.

1	Home telephone		Mobile	
	Work telephone		Email	
2	Home telephone		Mobile	
	Work telephone		Email	

St Hilda's C of E Primary School – Application for Admission

Supplementary Reference Form (B) – Reference Concerning Faith



To be completed by a leader or officer of your faith community, who is authorised and able to confirm accurately the details required regarding participation in worship of child and parent / guardian. We may ask your main faith leader to confirm this reference.

Details of Applicant (Child)	
	Application for admission in school year beginning: September 2024
Surname	
Forename(s)	

Details of Worshipping Community	
Name of Worshipping Community	

Permanent Address		Postcode	
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Details of the relevant Parent / Legal Guardian of the Applicant for the reference below	
Surname	
Forename(s)	

Name of main faith leader	
Contact number of main faith leader	
Name of person completing reference	
Role in Worshipping Community	
Contact address and daytime phone number	
<u>Note:</u> by giving this reference you are declaring that you are authorised by your Worshipping Community to do so and able to confirm accurately the details required.	

<p>Is the child involved in the worship life of your church / mosque / gurdwara / temple / other worshipping community – where this is taken to mean actual attendance at your public worship? (Please see the oversubscription criteria for precise details).</p> <p>Or, if the child has joined your worshipping community during the last year, have they been able to demonstrate a level of involvement in the public worship of your faith within their previous worshipping community elsewhere, and now as part of your community, of:</p>
<input type="checkbox"/> Twice a month or more on average for the last 12 months or longer <input type="checkbox"/> Ten times or more in separate weeks in the last 12 months, at least twice within the last two months <input type="checkbox"/> Less than this or not at all

<p>Is the child's parent or legal guardian named above involved in the worship life of your church / mosque / gurdwara / temple / other worshipping community – where this is taken to mean actual attendance at your public worship? (Please see the oversubscription criteria for precise details).</p> <p>Or, if they have joined your worshipping community during the last year, have they been able to demonstrate a level of involvement in the public worship of your faith within their previous worshipping community elsewhere, and now as part of your community, of:</p>
<input type="checkbox"/> Twice a month or more on average for the last 12 months or longer <input type="checkbox"/> Ten times or more in separate weeks in the last 12 months and at least twice within the last two months <input type="checkbox"/> Less than this or not at all

Signed		Date	
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Please ensure this form carries your official stamp, or is accompanied by headed paper or business card for your faith community, or some similar confirmatory document.

