

## Consultation on St Michael's CE Primary School, Howe Bridge's Admission Policy for 2027-28

The Governing Body is consulting on St Michael's CE Primary School's admission policy for 2027-28.

Changes are not being proposed to the school's admission arrangements. The Governing Body is consulting in line with the requirement within the School Admissions Code 2021, that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

The school's full proposed arrangements are below. If you have any questions about the school's proposed admission arrangements, please contact Beccy Harvey in the school office on 01942 883118.

### Proposed Admissions Policy 2027-28

#### Oversubscription criteria

Admission number – 30

The Governing Body are the admissions authority for St. Michael's C E Primary School with the process of awarding places delegated to the Admissions Committee. The policy has been written in consultation with the Local Authority and Diocesan Board of Education.

The published admission number for the admission of children to Reception year at St Michael's CE School is 30. If 30 or fewer children apply for admission to the reception year, all will be offered a place.

#### Oversubscription Criteria

If more than 30 applications are received, the following admission criteria will be applied in the order of priority shown, once places have been allocated to pupils who have an Education Health Care Plan which names St Michael's C E Primary School.

1.	Looked After Children and Previously Looked After Children (a)
2.	Brother or sister to pupils who will be in attendance at the school at the time of admission. <i>see note (b)</i>
3.	Child participation in worship in an Anglican Church, i.e. a Church of England Church <i>see note (c)</i>
4.	Child participation in worship at another Christian church. <i>see note (d)</i>
5.	Children whose social circumstances mean that their needs can only be met at this school. <i>see note (e)</i>

6.	Children whose medical circumstances mean that their needs can only be met at this school. see note (f)
7.	Any other children, with priority given to those living nearest to the school. see note (g)

Where there are more applications in any category than the available places, the places will be allocated to those having the highest scores. In all categories, where necessary the tie-breaker will be used, giving priority to those living nearest to the school. (See note (g) below).

## **NOTES:**

### **(a)**

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.

### **(b)**

Brother or sister includes step, half, foster and adopted brothers and sisters living at the same address and full brother or sister living apart.

### **(c)**

One point is awarded for attendance by the child at an Anglican church for each week of attendance during the two calendar years prior to their admission to school. One point only will be awarded even if the child attends on 2 or more occasions in any particular week (for this purpose a week commences on the Sunday and finishes on the following Saturday). To demonstrate a commitment to the Christian faith a minimum of 12 weeks' attendance over the two years is necessary to be eligible under this criteria.

In the event that during the period specified for attendance at worship the church or relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or relevant place of worship or alternative premises have been available for public worship.

### **(d)**

Other Christian Churches are those Churches that are members of Churches Together in Britain and Ireland (see [www.ctbi.org.uk](http://www.ctbi.org.uk)).

One point is awarded for attendance by the child at another Christian Church for each week of attendance during the two calendar years prior to their admission to school. One point only will be awarded even if the child attends on 2 or more occasions in any

particular week (for this purpose a week commences on the Sunday and finishes on the following Saturday). To demonstrate a commitment to the Christian faith a minimum of 12 weeks' attendance over the two years is necessary to be eligible under this criteria.

In the event that during the period specified for attendance at worship the church or relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or relevant place of worship or alternative premises have been available for public worship

**(e)**

Where admission is sought under exceptional social circumstances criteria, professional supporting written 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.

**(f)**

Where admission is sought under exceptional medical circumstances criteria, professional written supporting evidence e.g. from a doctor or psychologist 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.

**(g) Tie-Breaker**

Living nearest to the school refers to the distance, measured by the LA, from the child's normal home address to the school's front entrance, nearer addresses having priority over more distant ones. When considering your child's application, we will use the permanent home address we have for you at the closing date for applications.

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 (Sunday to Thursday) during the weeks in term time. Where there is a dispute or equal nights are slept, parents will be asked to provide proof of the address registered with the child's GP.

We may ask to see additional forms of evidence of your home address (photocopies are acceptable). This may include:

- Proof of where you are registered for Council Tax
- Your television licence
- Wage / salary slip
- Proof of your child tax credits

Any evidence you provide must show that the parent or main carer lives at the address. We may seek evidence by other means if the parent / carer is unable to provide sufficient proof of their residence.

In cases where there are two or more children with the same measurement (for example if more than one child lives in a block of flats), or where to admit another child would breach the infant class size regulations, a fair draw will pick who will be offered a place. This process will be supervised by someone independent of the school. If we offer the last place available to one of twins (or triplets and so on) our policy is to admit the other twin or triplet too.

### **Deferred Entry**

Where parents wish, they can defer the date their child is admitted to the school until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the place will be held open and not offered to another child. Parents 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.

### **Part-Time Attendance**

Parents can request that their child attends part-time until the child reaches compulsory school age.

***It should be noted that Baptism is not a criteria for admission nor is the length of time that a child's name has been registered at the school.***

### **COMPLETION OF FORMS**

Please note that all applications must be made on the Local Authority application form and parents are strongly advised to complete and return the school's Supplementary Information form to St Michael's CE Primary School giving the Child's Church attendance. Please note: if the child has no Church connection, no Supplementary Information Form need be submitted.

### **RIGHT OF APPEAL**

Where the governors are unable to offer a place because the school is over subscribed, parents/carers have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should notify Admissions at Wigan Local Authority of their appeal within 20 school days of receiving the letter refusing a place. Parents/carers will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

### **Late applications**

Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 15 February will be included with on time applications.

### **WAITING LIST**

Should the school be over subscribed a waiting list system will be in operation until the end the 31<sup>st</sup> December. This waiting list is held by Wigan Local Authority until the 31<sup>st</sup>

December and parents have to approach Wigan Local Authority Admissions department to have their child's name put on the waiting list. At the end of this term, the Admissions department advise the parents on the waiting list, that the list is coming to an end and if they want to continue on the waiting list, they can reapply for their child as a midyear transfer and this will keep their application open.

Places may become available after the official offer date.

To decide which children have these places, we will:

- Put all children who were refused a place on the waiting list.
- Keep the list in priority order according to the oversubscription criteria.
- Offer places that become available to the next child on the waiting list.

## **ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

Parents may seek a place for their child outside of their normal age group, for example, to a higher year group if the child is gifted and talented or to a lower year group if the child has experienced problems such as ill health.

The parents of a summer born child (born 1<sup>st</sup> April and 30<sup>th</sup> August) may choose not to send their child to school until the September following their 5<sup>th</sup> birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

A decision is made on the basis of the circumstances of each case.

The process is as follows: -

### **Stage 1 - request**

Parents make a formal request to the Local Authority School Organisation Team in writing with any supporting evidence that they wish to be considered.

- A request for delayed entry to reception class should be made at the same time as applying for a place for normal entry (i.e. by the closing date of 15<sup>th</sup> January) in order to give sufficient time for the case to be considered prior to the offer of school places on 16<sup>th</sup> April.
- A request for in year admission outside of the normal age group should be made on the normal in year transfer form.

We do not accept requests for early entry into reception class for children who will not be of statutory school age.

### **Stage 2 - decision**

Requests for voluntary-aided, foundation and academy schools will be referred to the school to be considered.

Requests for community and voluntary controlled schools will be considered by the Local Authority. We will look at the following factors but these are not exhaustive:

- Parent's views.

- The needs of the child and the possible impact on them of being educated out of year group.
- The child's medical history and views of medical professionals if appropriate.
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected birth date.
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school
- Any other information which the parent requests the Local Authority to consider

### **Stage 3 - outcome**

Parents are notified of the decision in writing by the School Organisation Team.

#### ***Request Agreed:***

If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications. There is no guarantee that a place will be offered at the preferred school. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. The right does not apply if they are offered a place at the school but not in the preferred year group.

Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group.

#### ***Request Refused:***

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied they have the right to complain through the council's complaints procedure for decisions made by the local authority or under the schools complaints procedure where the decision has been made by the school.

**St Michael's CE Primary School, Howe Bridge, Atherton**  
**Supplementary Information Form 2027 - 2027**



<b>Child's name</b>		
<b>Has your child regularly attended public worship in any Church of England, for the minimum of 12 sessions, within the 24 months prior to the closing date for applications (15<sup>th</sup> January 2027)?</b>	<b>YES</b>	
	<b>NO</b>	
<b>Number of sessions attended 2025</b>		
<b>Number of sessions attended 2026</b>		

<b>Has your child regularly attended public worship in any other Christian Church, for the minimum of 12 sessions, within the 24 months prior to the closing date for applications (15<sup>th</sup> January 2027)?</b>	<b>YES</b>	
	<b>NO</b>	
<b>Number of sessions attended 2025</b>		
<b>Number of sessions attended 2026</b>		

**I declare that the above information is correct and complete.**

<b>Parent's Name</b>	
<b>Parent's Signature</b>	
<b>Date</b>	

**I confirm that the above information is correct and complete. I can verify that the child named and their parent(s) are members of:**

<b>Name of Place of Worship:</b>	
<b>Denomination:</b>	
<b>Vicar / Minister's Name</b>	
<b>Vicar / Minister's Signature</b>	
<b>Telephone Number</b>	