

# ST MICHAEL'S C E PRIMARY SCHOOL



## **ADMISSIONS POLICY 2020 - 2021**

### **September 2018**

Reviewed by Governors	
Reviewed by Staff	
Date of implementation	
Date of Review	
Signed by Chair	
Signed by Headteacher/ Coordinator	

**ST MICHAEL'S C E PRIMARY SCHOOL**  
**ADMISSIONS' POLICY**  
**2020 - 2021**

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.

St Michael's C E Primary School will admit children up to the maximum Standard Number of 30. If 30 or fewer children apply for admission to the reception year, all will be offered a place. If more than 30 applications are received, the following admission criteria will be applied in the order of priority shown once places have first been allocated to pupils who have a statement of special educational needs which names St Michael's C E Primary School.

1.	Looked After Children and Previously Looked After Children (a)
2.	Children who appear to the Local Authority to have been in state care outside of England and ceased to be in state care because they were adopted. (b)
3.	Children whose medical circumstances mean that their needs can only be met at this school. see note (c)
4.	Brother or sister to pupils who will be in attendance at the school at the time of admission. see note (d)
5.	Child participation in worship in an Anglican Church, ie a Church of England Church see note (e)
6.	Child participation in worship at another Christian church. see note (f)
7.	Children whose social circumstances mean that their needs can only be met at this school. see note (g)
8	Any other children, with priority given to those living nearest to the school (See note (h) below).

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 (h) below).

**NOTES:**

**(a)**

Looked After Children and Previously Looked After Children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order of special guardianship order). Appropriate evidence must be produced for example: copy of adoption, residence or special guardianship order.

**(b)**

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.

**(c)**

Where admission is sought under exceptional medical circumstances criteria, professional 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.

**(d)**

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

**(e)**

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.

<u>Weeks attended 2018</u>	<u>Weeks Attended 2019</u>

**(f)**

Other Christian Churches are those Churches that are active 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.

<u>Weeks attended 2018</u>	<u>Weeks Attended 2019</u>

**(g)**

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

**(h) 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 parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who gets the Child Benefit for this.

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**

Parents can request that the date their child is admitted to the school is deferred 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 the clerk to the governors at the school 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.

Letters of appeal should be addressed to:

The Clerk to the Governors  
St Michael 's CE Primary School  
Leigh Road  
Atherton  
Manchester  
M46 0PA

## **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 of the Autumn Term 2019. 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 early entry into Year 7 should be made before 31<sup>st</sup> October in the previous academic year in order for sufficient time for the case to be considered prior to the offer of school places on 1<sup>st</sup> March.
- 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 complains procedure where the decision has been made by the school.

# ST. MICHAEL'S C.E. PRIMARY SCHOOL, HOWE BRIDGE, ATHERTON.



## Supplementary Information Form

2019 - 2020

Please complete and sign **Part A** of this form and, if you are a member of a church, take it to the vicar, priest, minister or Church Officer, who will complete **Part B** for you.

Completed forms should be returned as detailed in the booklet for parents/guardians '**Admission to Primary Schools 2019/2020**'.

### PART A.

Full name of child:	
Child's date of birth:	
Parent/Carer names:	
Address:	
Telephone (including STD code):	Telephone:
Name(s) of any brothers/sisters currently attending St. Michael's School and who will be in attendance at the time of admission:	

Please state any medical circumstances which can only be met at St. Michael's C.E. Primary School: This must include professional supporting evidence eg from a doctor or psychologist

Please state any social circumstances which can only be met at St. Michael's C. E. Primary School. This must include professional supporting evidence eg from a doctor, psychologist or social worker.

Signature of Parent / Guardian: .....

Date: .....

