



# SCHOOL ADMISSIONS POLICY 2019 - 2020

Adopted by St Michael's CE Primary School Bothel, Governing Body

On (Date) .....

Signed ..... (Chair of Governors)

Signed ..... (Headteacher)

Policy review date Autumn Term 2018

# **St Michael's Church of England Aided Primary School.**

## **Admissions Policy 2019/2020**

**The Governors of St Michael's CE Primary School are the Admissions Authority.** Following consultation with the Diocesan Board of Education and the Local Authority the Governors have set the published admission number for access to the reception class as 15.

An application for admission to our School is to be made on the form SA1 which is included in the parental information pack. If you wish your application to be considered under the faith criteria then please also complete the supplementary form. It is also possible for an application to be made on the Local Authority's website. The application closing date for entry in September 2019 is the 15<sup>th</sup> January 2019. The parental information pack contains additional information.

Parents are encouraged to state three preferences on the application form. The Governors operate a system whereby they consider all preferences equally. Places are allocated according to this Admissions Policy and the Local Authority's Coordinated Admissions Scheme. A letter informing parents of the success or otherwise of their application will be sent out by the Local Authority. Parents of those children not offered a place will be informed of the reason and offered an alternative school by the Local Authority.

In the event that there are more applicants than places the Governors will allocate places using the following criteria. These are listed in order of priority.

1. Looked after children and previously looked after children. See Note 1 below.
2. Children who have physical and/or medical needs who would be disadvantaged by travelling to another school. Written evidence from an appropriate professional would be required for the Governors to consider admission in this category.
3. Children living within the catchment area having brothers and sisters attending our School at the time of their admission. See note 2 below.
4. Children living within the catchment area who with their parents attend on a regular basis, i.e. at least once a month, a church recognised by Churches Together in Britain. Attendance may be at more than one church.
5. Children living within the catchment area. Details of the catchment area can be obtained in school.
6. Children living outside the catchment area having brothers and sisters attending our School at the time of their admission. See note 2 below.

7. Children living outside the catchment area who with their parents attend on a regular basis, i.e. at least once a month, a church recognised by Churches Together in Britain. Attendance may be at more than one church.
8. Children living outside the catchment area.

Notes:

1. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children in this policy means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

A 'looked after child' is a child who is (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 (Section 22(1) of the Children Act 1989) at the time of making an application to a school.

'Previously looked after children' includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children's Act 2002. Child arrangements orders are defined in the Children Act 1989, as amended by the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. The Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. If it is necessary to prioritise in categories 3 or 6, priority will be given to those children with the youngest siblings. Brothers and sisters are those living at the same address including step and foster children.

The criteria outlined above will be strictly followed there being one exception. If a child has a statement of Special Educational Needs and/or Education, Health and Care Plans naming St Michael's CE Aided Primary School then irrespective of the criteria the child will be admitted as in these circumstances the Governors have a statutory duty to admit the child concerned.

**Tie Break.**

In categories 3 and 6 age is the determining criteria (see Note 2 above).

In all other categories, where there are more applicants than places available in that category then distance will act as a determining factor. The distance is measured from the child's home front door to the main entrance door of the school. The distance is determined by the shortest walking route by road. The Governors will use the Local Authority School Admissions Department's measuring system to ensure consistency of measurement. The closest addresses will have priority.

### **Address of Pupil.**

The address on the application form must be the current one at the time of application. Where a child can live at more than one address the home address is to be the one where the child sleeps and thus wakes up for all or the majority of the school week. Where there is any doubt the Governors reserve the right to verify the information provided by the parent(s), for example, through the GP or the child benefit address.

### **Successful Applications.**

Last year the Governors of St Michael's CE Aided Primary School were able to admit all the pupils whose parents applied.

### **Late Applications.**

If there are extenuating circumstances for an application being received after the closing date, for example a family moving into the area, then the Governors will consider it provided they have not established their list of pupils for admittance. Otherwise late applications will be considered after all other applications and if necessary placed on the waiting list.

### **Waiting List.**

Those children who are not offered a place may, if the parents so wish, be placed on a waiting list. The names will be placed on the list in the order of the admissions criteria. Late applicants will be slotted into the list according to the admissions criteria. It is thus possible for a child recently arrived in the area to have a higher priority than a child who has been on the waiting list for sometime. Irrespective of whether an appeal has been submitted, if a place becomes available it will be offered to the child at the top of the list. The waiting list will remain open for the whole of the first term in the year to which it relates.

### **Non Routine Admissions.**

Non routine admissions are those which occur outside the "normal" admission time. Parents who wish their child to attend St Michael's CE Aided Primary School should visit our School. If we have a vacancy in the relevant year and the parents have an appropriate address they will be provided with admission details. In the event of no vacancies and an appeal being made the latter will not be heard until the appropriate address is confirmed. The Local Authority will coordinate a non-routine admission.

### **Fraudulent applications.**

If the Governors of St Michael's CE Aided Primary School discover that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example, an incorrect address and as a result it effectively denies a place to a child with a stronger claim then the Governors reserve the right to withdraw the offer of a place. The Governors will reconsider the application and the right of appeal offered if a place is refused.

### **Deferred admission.**

If your child's fifth birthday is between September and December then if you wish admission may be deferred until the beginning of the Spring Term. If it is between January and April admission may be deferred until the beginning of the Summer Term at the latest though it is recommended in your child's interests that deferment is no later than the start of the Spring Term.

### **Appeals Procedure.**

If the Governors are unable to offer your child a place because of over subscription you as a parent have a right of appeal under the School Standards and Framework Act 1998 as amended by the Education Act 2002. You should notify the Clerk to the Governors at St Michael's CE Aided Primary School within 20 days (15 school days) of receiving the letter refusing a place. As a parent you will have an opportunity to submit your case to an independent (of the Governors) appeals panel both in writing and in person. You will normally receive 14 days notice of the time and venue for the appeal hearing. An independent appeal will be organised on behalf of the Governors by the Legal and Democratic Services Unit.

If your child was refused a place in a reception or key stage one class because of Government limits on infant class size the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which no reasonable governing body would have made or that your child would have been offered a place if the governors' admissions policy had been properly implemented.

This right of appeal does not prevent you from making an appeal in respect of any other school.

### **Multiple births.**

The Governors of St Michael's CE Aided Primary School will ensure as far as possible that twins, triplets or those children born in the same year are not separated. Such children will be given priority in any particular category. If despite this the Governors are unable to accept all the children because the published admission number will be exceeded then the Governors will allocate a place by leaving the decision to the parents. The Governors will invite the parents to go to appeal for the unsuccessful child(ren).

### **Nursery.**

If you have a child in our Nursery School/Class then you must make a separate application for the Reception Class. A place in our Nursery School/Class does not guarantee a place in our Reception Class.

The admission of your child to our School is not dependent on your ability or willingness to make financial contributions.

St Michael's CE Aided Primary School encourages children to walk to school but for those living further away a school bus service is provided.