



SCHOOL ADMISSIONS POLICY 2024 - 2025

Adopted by St Michael's C of E Primary School Bothel, Governing Body

On (Date)

Signed (Chair of Governors)

Signed (Headteacher)

Policy review date Autumn Term 2023

St Michael's Church of England Voluntary Aided Primary School.

Admissions Policy 2024-2025

The Governors of St Michael's C of E Voluntary Aided Primary School are the Admissions Authority for the school. 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. It is also possible for an application to be made on the Local Authority's website. The application closing date for entry in September 2024 is the 15th January 2024. 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 in April. Parents of those children not offered a place will be informed of the reason and offered an alternative school by the Local Authority. They will be informed of their right of appeal.

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 who immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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. Details of the catchment area can be obtained in school.
5. Children living outside the catchment area having brothers and sisters attending our School at the time of their admission. See note 2 below.
6. Children living outside the catchment area.

Notes:

1. This also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 (see the definition in Section 22(1) of the Children Act 1989).
2. If it is necessary to prioritise in categories 3 or 5, priority will be given to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted 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 C of E Voluntary 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 5 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 C of E Voluntary 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 some time. 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-until-**31st December** 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 C of E Voluntary Aided Primary School should visit our School. If we have a vacancy in the relevant year 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 C of E Voluntary 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 will 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 C of E Voluntary Aided Primary School within 14 days (10 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 at least 20 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 C of E Voluntary 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 C of E Voluntary Aided Primary School encourages children to walk to school but for those living further away a school bus service is provided.