



# St John with St Michael/ CE Primary School

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## Determined Admissions Policy for New Entrants 2019-2020

St John with St Michael Church of England Primary School is a Voluntary Aided school. Admissions to an Aided school are the responsibility of the Governing Body, and the school is required to act in accordance with the School Admission Code. The admissions process is co-ordinated by Lancashire Local Authority and the school liaises with the Local Authority and the Manchester Diocese Board of Education on admissions issues. The arrangements for admissions, including the criteria used to determine the allocation of places when the school is oversubscribed, are agreed by the Governing Body following consultation, as required by the School Admissions Code.

### Admission arrangements

The school's published admission number (PAN) for admission to the Reception Year is 17. If no more than 17 applications are received for admission to the Reception Year, all applicants will be offered places.

Responsibility for admissions is delegated to the Governing Body admissions committee.

The governors will admit all children having a statement of special educational needs or an Education Health Care Plan (EHCP) naming the school.

### Oversubscription criteria

When the number of application received for admission to Reception Year is greater than the number of remaining places available (after the admission of any children with a statement of special educational needs or an EHCP naming the school), the decision on which children will be admitted will be based on the following oversubscription criteria, which will be applied in the order of priority set out below:

1. Looked after children and previously looked after children. (see note 1)
2. Children eligible for the service premium. (see note 2)
3. Children who will have an older sibling attending the school at the time of their admission. (see note 3)\*
4. Children who are eligible for the early year's pupil premium who attended St John with St

Michael CE Nursery at the date of application for a place in the Reception Year. (See note 4).

5. Children whose parents are in regular attendance at public worship at St John's Church. (See Note 5)\*\*
6. Children whose parents are in regular attendance at public worship at a church which is a member of Churches Together. (See note 6)\*\*
7. Four places will be allocated to any children based on geographical proximity to the school. (see note 7)
8. Children from whom the governors accept there are exceptionally strong medical, social or welfare reasons for admission, which are directly relevant to St John with St Michael. (see note 8)\*\*\*
9. Other children with priority based on geographical proximity to the school. (See note 7).

#### Tie breakers

If oversubscribed in any of the above categories the distance to the child's home front door from the main gate of the school in a straight line measured on a map will be used as the tie-breaker, nearer addresses having priority over more distant ones. In the event of a tied distance measurement between address points the Local Authority's system of a random draw will be used as a final tie-breaker to determine which children receive the offer(s). This will be supervised by someone independent of the school.

Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address used.

#### Notes

1 A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation via local authority in the exercise of social services functions at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they adopted (or became subject to a child arrangements order or special guardianship order.)

2 The service premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of armed services personnel.

3 \* in the context of this policy 'siblings' is defined as brothers, sisters, step brothers, step sisters, half-brothers, half-sisters, adopted or foster children living in the same household.

4 The early years pupil premium is additional funding paid to support disadvantage children receiving government -funded early education under section 7 of the Childcare Act 2006.

5. Regular attendance means attendance by at least one parent at least once a month at public worship at St John's Church, Facit for at least the year prior to the date of application. Evidence of regular attendance by at least one parent at public worship must be provided by a member of the clergy. Applicants under this criterion will need to complete and return the supplementary information form available from the school.

6. Regular attendance means attendance by at least one parent at least once a month at public worship at a church which is a member of churches together, for at least a year the year prior to the date of application. Evidence of regular attendance by at least one parent at public worship must be provided by a member of the clergy or other designated church officer/ faith leader. A complete list of member churches of Churches Together can be found at <http://www.churches-together.net>. Applicants under this criterion will need to complete and return the supplementary information form available from the school.

7. Geographical proximity is defined as the distance to the child's home front door from the main gate of the school in a straight line measured on a map.

Where admission is sought under

8. Exceptionally strong, 'medical, social or welfare' criteria having to be used, the signed statement of the relevant professionals such as the child's doctor, social worker or other health professionals, shall be sufficient to satisfy the conditions policy. If this school is not the most local school for the child, evidence that there is a positive need why the child should attend St John with St Michael CE will be necessary, and the evidence must also set out the difficulties that would be caused if the child had to attend another school.

Children from Multiple births

Where there are twins or other siblings from a multiple birth wanting admission and one sibling is offered the final place the Governors may admit over the published admission number if it is possible to do so.

Infant class sizes

Under the schools standards and framework act 1998 and the schools admission code, infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher.

Additional children may be admitted under limited exceptional circumstances. These children will remain an "excepted pupil" for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

a) Children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans naming the school.

b) Looked after children and previously looked after children admitted outside the normal admissions round.

- c) Children admitted, after the initial allocation of places, because of a procedural error made by the admission authority in the original application process.
- d) Children admitted after an independent appeals panel upholds an appeal.
- e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance.
- f) Children of UK service personnel admitted outside the normal admissions round.
- g) Children whose twin or sibling from a multiple birth is admitted otherwise than as accepted pupil.
- h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

#### Applying for places

Applications must be made on the local authority's Common application Form (or online procedure), which should be completed and returned to the local authority by the closing date for the applications set out in the local authority's guidance. Details of all the applications made will be forwarded to the school by the local authority. In addition, applicants for places under one of the faith-based criteria (criteria 5 and 6), applicants with a sibling at the school, and applicants seeking a place for exceptionally strong medical, social or welfare reasons should complete the supplementary Information Form (SIF) available from the school. The SIF should be completed and returned to the school by the same closing date as the date set by the local authority for the return of the common application form.

For families of service personnel (UK Armed Forces) with a confirmed posting to the area the application should be accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

#### Late applications

Applications will still be considered if the admissions committee consider that it is received late for a good reason, (for example when a single parent has been ill for some time, or a family have just moved onto the area, or a family are returning from abroad, ) and offers of places have not yet been made.

### Waiting lists

If the school over-subscribed with applications for admission to the Reception Year in September 2018, after the above admission criteria have been used to offer 17 places, the remaining children will be placed on a waiting list. This list will rank the children in the same order as the over subscription criteria above. The waiting list will be kept until 31 December at the end of the Autumn term in the academic year of admission and parents will be contacted should any places become vacant. Where school places become vacant before admission appeals are heard, these vacancies will be filled from the waiting list. Late applicants will be slotted into the rank order on the waiting list using the oversubscription criteria.

### Right of Appeal

Any parent whose child is refused admission to the school may make an appeal in writing, within 20 school days of refusal, to the Chair of governors, at the school address, setting out the grounds on which the appeal is made. The appeal will be heard by an independent appeals panel set up under the School Standards and Framework Act 1998, amended 2009.

Please note that you cannot re-appeal for a place at the same school within the same school year unless there have been relevant, significant and material change in the family circumstances.

### Non-routine/in year admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as no-routine admissions. In order to obtain a school place in mid-year, it is necessary to fill in the Local Authority's Common Application Form, stating three preferences. The form must be returned to the Area Pupil Access Team. If you wish to apply to this school on the grounds of your faith commitment then it may be helpful to you application to complete the Diocesan Application supplementary Form and return it to the school. The Local Authority will consider your three preferences equally, in liaison with other admissions authorities. **The offer of a place can only be made by the Local Authority.**

If you wish to visit the school before stating your preferences, please contact us.

### Normal date of admission and requests for deferred admission

In the normal admissions round, children will be admitted to Reception Year at the beginning of the Autumn Term before their fifth birthday.

Parents may request that their child's school place can be deferred until later in the school year and if they do this the place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted (please see below about requests for admission outside the child's normal age group).

Parents can also request that their child attends on a part time basis until the child reaches compulsory school age (which is at the beginning of the term following the child's fifth birthday).

## Requests for admission outside a child's normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health, In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group- to reception rather than year1.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governing body will make decisions on requests for admission outside normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking into account of the parents views: any information provided about the child's academic, social and emotional development where relevant, their medical history and the views of a medical professional; whether they have been previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The governing body will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

Where the governing body agrees to a parents request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governing body must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The governing body must not give the application lower priority on the basis that the child is being admitted out of their normal school age group.

Parents do have the statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not their preferred age group.

### **Policy on Religious Education**

This being a Church of England Voluntary Aided School, the worship, Religious Education and ethos of the school shall be Christian in accordance with the understanding of the Christian faith recognised by the Church of England in its Canons and Formularies.

There will be a daily act of Christian worship.

As this is a C of E school it is hoped that children who attend the school participate in Worship and Religious Education. Parents have the right to withdraw the children from Religious Education and Worship and should contact the Headteacher should they wish to do this.

# St. John with St. Michael C.E.

Supplementary Information Form for applicants applying under the 'faith', 'sibling' or 'medical/social/welfare' criteria

Child's Surname \_\_\_\_\_ Child's Forenames \_\_\_\_\_

Child's Date of Birth \_\_\_\_\_

Parent(s) Names \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Does either parent attend church regularly \_\_\_\_\_  
(At least once a month)

If yes, please state which church \_\_\_\_\_

Name of vicar/priest/minister/faith leader \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

Signature of your church vicar / minister to verify at least monthly church attendance \_\_\_\_\_

**Names of older sibling in the family who will be attending St John with St Michael CE Primary on 1<sup>st</sup> September 2019. (Siblings include full, step half-brothers and sisters, adopted and foster children living with the same family at the same address. Children who will have an older sibling attending the school at the time of their admission are given priority as per the admissions policy.)**

Names of older brothers/sisters	School Year as of 01.09.19

**If you wish exceptional medical social or welfare needs to be taken into account please say what these are and supply written, professional evidence to support your application.**

**I certify that the above details are correct.**

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_