



St. John with St. Michael Primary School Admissions Policy 2027–28

One team, one mission, one family

St. John with St. Michael Primary School is a member of the Forward As One CE Multi Academy Trust, which serves as the school's Admissions Authority. This policy has been formally approved by the Trust Board and will be published by 15th March 2026. This policy applies to admissions for the 2027-28 academic year and should be read alongside the School Admissions Code (2021) and the coordinated admissions arrangements for the Local Authority (LA) in which the school is located.

The Published Admission Number (PAN) for Reception in September 2027 is 15 pupils. Any change to the PAN will be notified to the relevant Local Authority and published on the school website. Any decrease will be subject to consultation.

St. John with St. Michael Primary School Primary School adheres to infant class size legislation: no class in Reception, Year 1 or Year 2 will contain more than 30 pupils per qualified teacher, except in limited circumstances permitted by the School Admissions Code (2021).

Applying for a Place

Each Local Authority manages and coordinates the school admission process for every primary school in its area.

Applications open on 1st September 2026 and close on 15th January 2027. All applications are made online through Lancashire Council's admissions service/portal: <https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/>

Oversubscription Criteria

Children with an Education, Health and Care Plan (EHCP) naming St. John with St. Michael Primary School Primary School will be admitted before other applicants. Where applications exceed the PAN, the following criteria will apply in order:

Priority 1 – Children who are Looked After or were previously Looked After by a local authority in England, or children who were adopted from state care outside England. This includes children who were adopted, subject to a child arrangements order, or special guardianship order immediately following having been Looked After.

Priority 2 – Siblings of children attending the school at the date of admission.

Definition of sibling: brother, sister, half-sibling, step-sibling, or the child of a parent/carer's partner, living as part of the same family unit at the same address.



Priority 3 –

The school follows guidance provided by its religious authority when determining admissions under faith criteria. Applying under the faith-based criterion is entirely optional. Families who do not follow a faith, or who choose not to provide evidence of religious attendance, will still be considered fairly under all other oversubscription criteria.

To qualify under the faith-based criterion, the parent(s)/carer(s) and the child must have attended worship at a Church of England (CE) church regularly. Evidence of attendance must be confirmed on the Supplementary Information Form by the relevant church official.

Where a church has been closed for public worship during any part of the qualifying period, and no alternative premises have been available, only the period during which public worship was available will be counted. Where worship has been provided online or in alternative venues, attendance at such worship will be considered in line with guidance from the church authority.

The school has adopted a two-band attendance model; applicants will first be ranked in Band A, followed by applicants in B, based on verified attendance:

- Band A: Attendance at worship at least 24 times over the preceding two years immediately prior to the application closing date.
- Band B: Attendance at worship at least 12 times over the preceding 12 months immediately prior to the application closing date.

Within each band, if the number of applicants exceeds the number of available places, applications will be ordered according to the next oversubscription criterion (Priority 6: distance). Where two or more applications cannot be separated under the distance criterion, a tie-breaker of random allocation will be used.

Priority 4 – Children with exceptional medical or social needs that can only be met at this school. Evidence must be submitted by the application closing date from a relevant professional, clearly stating why St. John with St. Michael Primary School is the most suitable school.

Priority 5 – Distance from the school, measured in a straight line using the LA's computerised mapping system.

If two or more applicants live at the same distance, a random allocation supervised by the LA's Admissions Team will determine the offer. Where a child spends equal time between two addresses, the address used will be that at which the child is ordinarily resident.



Where random allocation is used as a tie-breaker, it will be conducted independently of the school and supervised by a person not involved in the admissions process. A fresh round of random allocation will be conducted each time a place becomes available from the waiting list.

Child benefit may be considered as supporting evidence but will not be used as the sole determinant. If parents cannot agree on the address, the application may be suspended until resolution.

Where a child lives at more than one address, the address used will be the one at which the child is ordinarily resident. If residency is split equally, the address where the child spends the majority of school nights will be used. Child benefit may be considered as supporting evidence but will not be used as the sole determinant, in line with guidance from the Schools Adjudicator.

Waiting Lists

Children who are not offered a Reception place for the September intake will automatically be placed on a waiting list, ranked strictly according to the oversubscription criteria.

Waiting lists are maintained in accordance with LA procedures, which may extend to the end of the academic year.

Waiting lists will be ranked strictly according to the oversubscription criteria, not by the date the application was received. The list will be re-ranked each time a new application is added, meaning applicants may move up or down. Children who are Looked After, Previously Looked After, or allocated under the Fair Access Protocol will take precedence over other applicants on the waiting list.

Deferred Entry, Part-Time Attendance, and Summer-Born Children

Parents may:

- Defer their child's entry until later in the school year (but not beyond statutory school age).
- Request part-time attendance until the child reaches compulsory school age.
- Request admission outside the normal age group (for example, "summer-born" children).

All such requests should be made in writing to the Headteacher and will be considered by the school in line with the relevant LA's coordinated policy.

Appeals and In-Year Admissions

Parents have the right to appeal to an independent panel against any refusal of a school place. The appeal process is managed by the relevant Local Authority, and



parents have at least **20 school days** from notification of refusal to lodge an appeal. At least **14 days' notice** of the hearing date will normally be provided.

In-year applications are managed by the LA's Admissions Team. Applications meeting Fair Access criteria will be referred via the Fair Access Protocol.

Review and Publication

This policy will be reviewed by the Forward As One Trust at least once every seven years or sooner if changes are proposed. Where changes are made, the Trust with the school will consult in line with paragraphs 1.45 - 1.53 of the School Admissions Code (2021).

A copy of this policy is published on the Trust and school's websites. Parents unable to access the website may request a printed copy from the school office.

This policy was last reviewed by the Trust Board on: Monday 15th December 2025.

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SUPPLEMENTARY INFORMATION FORM (SIF)

Only For Applications Under the Faith-Based Oversubscription Criterion

St. John with St. Michael Primary School – September 2027 Intake

Completion of this form is optional, it does not replace the Local Authority application. If you do not complete it, your application will still be considered under all other relevant criteria. This form must be returned to the school by **15 January 2027**. To qualify under the faith-based criterion, the parent(s)/carer(s) and the child must have attended worship at a Church of England (CE) church regularly. Attendance will be verified over the preceding 2 years for ranking in Band A (24 times over 2 years) or Band B (12 times over 12 months).

1. Child's Details

Full name of child:

Date of birth:

Home address & postcode:

2. Parent/Carer Details

Name of parent/carers:

Contact telephone number:

Email (optional):

3. Faith-Based Criterion (Priority 3)

To qualify under the faith-based criterion, the parent(s)/carer(s) and the child must have attended worship at a Church of England (CE) church regularly. Evidence of attendance must be confirmed by an authorised church official. Attendance will be verified over the preceding 2 years to determine ranking in Band A (24 times over 2 years) or Band B (12 times over 12 months).

3A. Place of Worship

Name of church attended:

Address of church:

3B. Parent/Carer Declaration

I confirm that I am applying for consideration under the Faith-Based Criterion.

Parent/carers signature:

Date:



4. To be completed by the Vicar/Minister/Church Leader

This section must be fully completed for the application to be considered under the Faith-Based Criterion.

4A. Attendance Verification

Please confirm the number of times the parent(s)/carer(s) and child attended worship at your church over the past 2 years:

Year 1: ___ times

Year 2: ___ times

Does this attendance meet the school's definition of regular worship?

- Yes ☐
- No ☐

4B. Church closure (if applicable)

During the relevant 12-month period, were there any times when the church building was closed for public worship with no alternative premises provided?

- Yes ☐
- No ☐

If Yes, please give dates during which normal worship was not possible:

4C. Church Leader Details

Name:

Position (vicar, minister, priest, church officer, etc):

Church:

Address:

Telephone:

Email:

Signature:

Date:

5. Data Protection Statement (GDPR)

St. John with St. Michael Primary School Primary School is the Data Controller for information collected on this form. We collect this data solely to apply our published oversubscription criteria. The legal basis for processing is the school's public task and, for religious practice data, explicit consent, which you provide by completing this form. All information will be stored securely, used only for admissions purposes, and retained in accordance with our Data Protection Policy. For full details, see our Privacy Notice on the school website or request a paper copy from the school office.



6. Return Address

Please return the completed form to:

St. John with St. Michael Primary School Primary School

Admissions Officer

Moss Side Street

OL12 8EP

office@sjm.fa1.uk

Deadline: 15 January 2027

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