



## St Michael's CE Primary School

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Head Teacher: Mr G Johnston MEd NPQH



### ADMISSIONS POLICY 2020/2021

#### *This policy is for applications to the Main School (Reception class upwards)*

The Governing Body of St Michael's voluntary aided Church of England School is the Admissions Authority for the school and they intend to admit up to 30 pupils to the reception year group in **September 2020**. This arrangement follows consultation between the governing body, the LA, all other schools in the area and all other Admission Authorities in the area.

The school is open to receive applications for admissions from the parents of all children. We must give priority to children with a statement of special educational needs of Education, Health and Care Plan (EHCP) which names the school. In the event of the number of applications exceeding the number of places available priority will be given to applications in the order of priority indicated below:

#### Over-subscription Criteria

1. Children who are in the care of the Local Authority (see notes), or have previously been looked after by a Local Authority (including children subject to adoption, residence of special guardianship).
2. Children with a sibling at the school at the time when they would be admitted to the school (including step and foster siblings).
3. Children of parents worshipping regularly and frequently at the Parish Church of St. Michael (see notes).
4. Children of parents worshipping regularly and frequently in another Christian Church who wish their child to attend this school because of its Christian foundation (see Notes).
5. Children of parents of other faith groups worshipping regularly and frequently who wish their child to attend this school because of its Christian foundation.
6. Children who have special medical needs or other special circumstances, (supported by medical/professional opinion)
7. Children currently in St Michael's CE School Nursery.
8. Children who live in the catchment of St Michael's Primary School.
9. Children who live in the Parish of St. Michael and St Paul (see Notes).
10. Other children.

#### Tie Breaker

Where there are places available for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor, with preference given to those whose home address is nearest to the school when measured as the crow flies from the front door of the child's home address to the main gate of the school using the Local Authority's computerised measuring system.

#### Waiting List

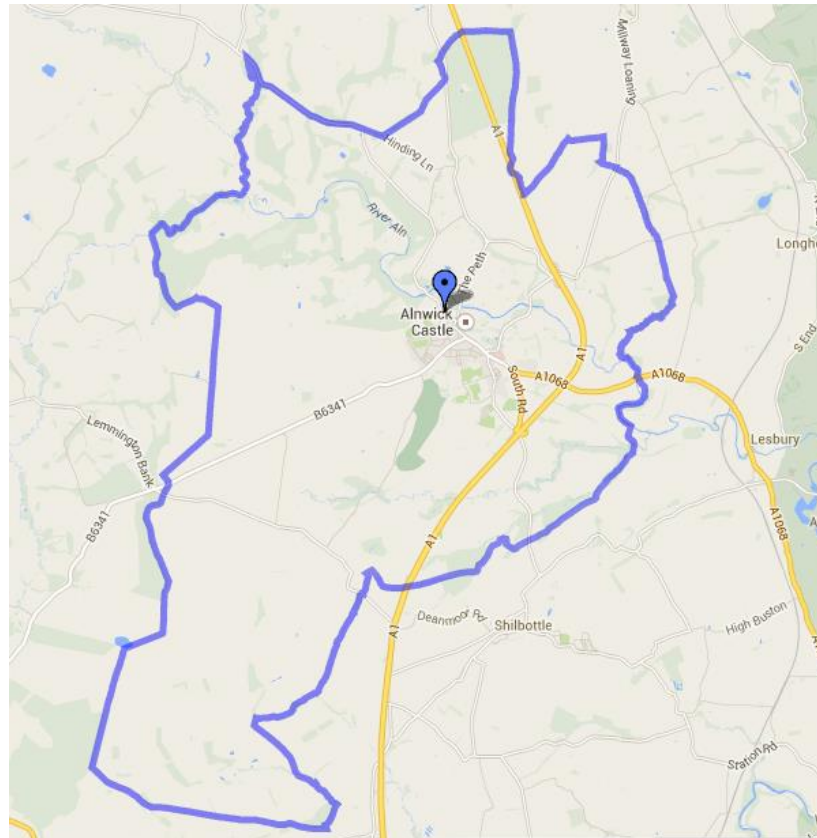
The school office will maintain a waiting list of applicants until 31 December each year. In the event of a place becoming available in the appropriate class during the year and there



being more applicants on the waiting list than places available, the selection criteria and tie breaker indicated above will apply.

## **Notes**

- By a “looked after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order)
- Parents are asked to let the Head teacher know at the time of application whether their child has a disability. Parents should be assured that the nature of the disability is not grounds for refusing the application. The school will make every reasonable adjustment to ensure that disabled children are not put at a substantial disadvantage in accessing a full curriculum and that they will not be treated less favourably, without reasonable justification, than their able-bodied peers.
- If applicants are seeking admission under criterion of living in the Parish or worshipping regularly and frequently at a Parish Church or another Christian Church as above, they will be asked to provide evidence that they worship regularly and frequently, e.g. a letter from the incumbent. (Regularly and frequently is defined as attendance at least once per month over the last twelve months. It is sufficient for just one parent/carer to attend).
- If applicants are seeking admission under criterion of special medical needs or other special circumstances, they will be asked to provide appropriate evidence, e.g. a letter from a doctor or specialist. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.
- A map showing the parish boundaries can be inspected at <http://www.achurchnearyou.com/alnwick-st-michael-st-paul/> and below:



- Catchment area maps can be found at: <http://map.northumberland.gov.uk/schools/>
- Nursery admissions are entirely separate and parents are asked to note that attendance at the school's nursery does not guarantee a place in the reception class.
- Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.
- If a place is offered on the basis of false information (e.g. address or Church attendance) or if parents do not respond within the stated timescale to the offer of a place the Governing Body reserves the right to withdraw their offer.
- Parents will be asked for proof of residency in the case of over-subscribed schools.

### **Admission of children below compulsory school age and deferred entry to school**

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:-

- their child attends part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

Further information and advice on the admission of summer born children is available from Northumberland County Council.

### **Appeal where application is made outside of age range**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Head Teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

The school finds it very helpful to have an early indication of the number of children to be admitted to the Reception class the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to the Local Authority by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place by the Local Authority.

This policy has been approved by the Governing Body and Head teacher of St. Michael's C of E Primary School.