ADMISSIONS and APPEALS POLICY

TO ST.MICHAEL’S CE PRIMARY SCHOOL

St Michael’s are part of the Birmingham Diocese Multi Academy Trust (BDMAT). The admission authority is our Local Academy Board whose powers are delegated from the BDMAT.

The Local Authority organises the registering of new pupils for the Reception class. Parents are sent forms direct from the authority and parents return them stating their preferences. The school then determines which children are allocated places based on predetermined criteria below.

The school's admission number is 60. Where the number of applications is lower that the school's admission number, all applicants will be admitted. If there are more applications than places available then all applications received by the Local Authority’s designated closing date for receipt of applications will be placed on the schools waiting list.

Places are allocated on the following pre-determined criteria:-

1. Children looked after by a Local Authority (in accordance with section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
2. Children whose parent/guardian regularly attends the local Church of St Michael's and All Angels. We define regular as meaning once a month for a one-year period prior to the point of application and this will be confirmed by a letter from the local minister.
3. Children with a brother or sister who will be attending the school at the time of admission and who live at the same address (see Note 3)
4. Children who attend the school nursery.
5. Children whose parent/guardian regularly attends any other Christian denomination (defined as a Church which its members of Churches together in England or the Evangelical Alliance). We define regular as meaning once a month for a two-year period prior to the point of application (see Note 2).
6. Proximity of home to school as measured by a straight line from the centre of the school.

Notes:

1. Children with an Education Health Care Plan that names St Michael’s School will be offered a place first. This will reduce the number of places available.
2. In criteria 2, attendance at church is to be supported by a letter from the minister which must clearly state how often you have attended within the last year.

3. In criteria 3, a brother or sister must live at the same address and could be:
   - A half-brother or half-sister, where two children share one parent;
   - A stepbrother or stepsister, where two children are related by a parent’s marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
   - The separate children of a couple who live together; or
   - An adopted or fostered brother or sister.

4. There is no guarantee of transfer from nursery to reception class. Parents must apply on the Local Authority Common Application form for a place in reception class.

5. Distances are measured by the Local Authority admissions system. If two or more applicants share the same distance to a school and only one place is available. The applicant to whom the place will be offered will be determined by the Local Authority by random selection.

6. Waiting lists are produced in strict order of priority, against the over-subscription criteria and are managed by the school. Waiting lists are kept until the end of the autumn term in the year of admission. A further application needs to be made after to keep a child’s name on the waiting list.

7. Applications or changes to your application received after the closing date and before the Local Academy Board (LAB) admissions meeting will be deemed to have been made late and will be considered after applications with the same priority that were received on time (unless there are particular circumstances which, in the opinion of the Governors, prevented you from applying earlier)

8. If possible places will be offered at the same school to twins, triplets and children from multiple births, as long as this would not result in a breach of infant class size legislation. If only one place can be offered the parent will choose which child should have the place.

9. The home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). Documentary evidence may be required. If care is split equally, parents can choose which address will be used.

**In-Year Applications**

Applications for a school place made at any other time than the normal time for admission (in-year admission) should be made direct to the school. Parents/carers can apply for a place for their child at any time and to any school. On receipt of an
in-year application, the school will notify the local authority of both the application and its outcome to allow the Local Authority to keep up to date with figures on the availability of school places in their area.

 Appeals

Parents who wish to appeal against the decision of the LAB to refuse their child a place in school may appeal in writing to the Chair of the LAB. (Please contact the school office for a Form). Appeals will be heard by an independent Panel.

 Fair Access Protocol

The LAB recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk, of missing education.

Admission of children below compulsory school age and deferred entry:

a) By law, parents must ensure that their children are receiving suitable full-time education at the beginning of the term after their 5th birthday (the time when the child reaches compulsory school age). The Local Authority, however, offers places for children to be admitted to Reception Class in the September at the start of the academic year in which they reach five years of age.

b) Parents may defer their child’s admission to primary or infant school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year of which the offer was made.

c) A parent has the right for their child to be admitted on a part-time basis during the Reception year but not beyond the point that they reach compulsory school age.

In both cases above, a full-time school place is held for the child until they take it up.

Admission of children outside their normal age group

a) For some children in particular circumstances, for example summer born children (those born between 01 April – 31 August) or those with exceptional circumstances (eg: medical conditions which have delayed development), the Schools Admissions Code in paragraph 2.17 states that parents may seek, but cannot insist on, a place for their child outside of their normal age group and can request that their child is admitted to Reception a year later – therefore starting school in the September following their fifth birthday.

Parents should note that as the overwhelming majority of children start school at the start of the academic year in which they reach the age of five, it is likely that some or all of the parents’ preferred schools will have no
vacancies in their child’s year group if they apply for a place in Year 1 (these places having been allocated to children who start school the previous year.

b) Where a parent wishes to request admission out of the normal age group for their child, they should still make an application for their child’s normal age group at the usual time to the Local Authority. At the same time, the parent should submit the request to the Chair of the Board of the Admission Authority by letter for their child to be admitted out of their normal age group, together with supporting evidence.

c) In accordance with the School Admissions Code 2014, admission authorities will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking into account the parent’s views; information about the child’s academic, social and emotional development; where relevant, their medical history and the views of a medical profession; whether they have 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. Admission authorities must also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for their decision. The admission authority will ensure that the parent receives the response to their request before primary national offer day.

d) If the request is agreed, the application for the normal age group may be withdrawn and the parent must make a new application for a place in Reception Class as part of the main admissions round the following year, (but there is no guarantee of a place being offered at the parent’s preferred school(s) at this stage). If the request is refused, the parent must decide where to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admissions to Year 1 for the September following the child’s fifth birthday (when, again, there is no guarantee of a place being available at the parent’s preferred school(s)).

e) Requests for education out of normal year group for other year, (eg for gifted and talented children or children affected by ill-health) should be made to the admission authority of the school. As outlined above, a decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

f) There is no right of appeal if a child is offered a place at a school but is not in the age group preferred by the parents.

g) A decision made by one admission authority in respect of admission of a child out of their normal age group is not binding on any other admission authority. (Please note, therefore, that a child educated out of normal age group in a primary school may not be accepted out of normal age group when moving to secondary school).

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they read the DFE guidance be found at: https://www.gov.uk/government/publications/summer-born-children-school-admission