St Michael's CE Primary School

Admissions Policy for the School year 2019/2020

St Michael's is a Christian school, built upon trust, security and good moral principles. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community

St Michael's CE Primary School is a Church of England Voluntary Aided School. This status means that the Admissions Authority is the Governing Body of the School. The Governing Body delegates responsibility for all admissions to the Admissions Committee. The Admissions Policy has been designed to comply with the School Admissions Code 2014.

The School Standards and Framework Act 1998 requires all Admission Authorities to ensure that all infant class sizes (Reception, Year 1 & Year 2) do not exceed 30 in a class with a single teacher. This means that where the admission of a child would force the Governing Body to breach the infant class size imposed by the Act, the child will not be able to be admitted to St Michael's, unless s/he comes within a permitted exception, and the application will be refused.

The procedure and dates for each step of the admission process will be in accordance with the relevant local authority (LA) co-ordinated scheme, when it is published in September 2017.

Applications for entry to the Reception Year at St Michael's CE Primary School for the school year September 2019 – August 2020 must be made on the common application form of the LA in which the parents live at the time of application (the home LA), which may not be The Royal Borough of Windsor & Maidenhead, by 15 January 2019. Parents with children whose 5th birthday falls between 1st September 2019 and 31st August 2020 may apply for places in this Reception Year.

The Published Admissions Number (PAN) for the Reception Year at St Michael's is 30. The Governing Body will in no circumstances consider an application for earlier admission to children whose 5th birthday falls on or after 1st September 2020

Procedure

You will be required to complete a Common Application Form (CAF)

When applying for your child to be admitted to St Michael's, please complete the Common Application Form (CAF) obtainable from the LA to whom you pay council tax (eg RBWM) and return it to that Authority by 15th January 2019.

Offers or refusals of places will be posted by the home LA on 16th April 2019. Parents (see Note 1) will be given a limited time in which to accept the offer. Entry to school will be treated equally, irrespective of ability or aptitude. Late applications will be considered after places have been allocated to all those who met the closing date. St

Michael's will only consider one application within the same school year unless there is a major change in circumstance.

Children will be offered a full time place in Reception Class commencing in September 2019. A part-time place will be made available if required for children of non-statutory school age and should be agreed with the Headteacher. Parents may defer entry until the term (starting in January or April) after the child reaches the statutory school age of five. In such cases the place will be reserved for the child. However, the offer is made for entry into School for the School year 2019/2020. The School would hope that the child will be on roll by the start of Term 3 April 2019 as this is considered beneficial for the child.

For children whose fifth birthday falls between 1 April 2020 and 31 August 2020 (summer-born children), parents who do not wish them to start school in the school year 2019-20, but to be admitted to the Reception Year in September 2020, should proceed as follows. They should apply at the usual time for a place in September 2019 together with a written request that the child is admitted outside his or her normal age group to the Reception Year in September 20209. Parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early 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 (no later than 15 January 2020) for a Reception place in September 2020. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2019 (please note it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2020 for a Year 1 place in September 2020. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2019-20Reception Year group.

In cases where the number of applications exceeds the number of places available the Over-subscription Criteria will be applied.

All Other Admissions ('In-year') - 30 places in each Year Group
This applies to all applications made at any time for Years 1-6 and includes the Reception Class once the school year 2019-20 has started. All year groups at the school have 30 places. Applications must be made directly to the school on a form available from the school. Admissions outside the normal age group will be dealt with as indicated below. If there is a vacancy, and there is no child on the relevant waiting list with a higher priority according to the over-subscription criteria below, a place will be offered. St Michael's will only consider one application within the same academic year unless there is a major change in circumstance.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Body up to a half term (using the three term year) in advance of the desired date for entry.

If parents are moving house, the school will ask for evidence of the move, when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, a rental agreement for at least a

period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

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. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.

The application must be sent direct to the school and will be considered by the Admissions Committee and a decision made dependent on the availability of places in the year group. The Governing Body will adhere to the In Year Fair Access Protocol.

Over-subscription Criteria
Children with an Education, Health and Care plan and those with statements of special need naming St Michael's CE Primary School will always be admitted.

When the number of applications for places in the School exceeds the number available the Admissions Committee will apply the following criteria in the following order in allocating places.

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order (See note 5)

2. Children whose normal home address (see Note 2) is in the catchment with wholly exceptional medical or social needs that make it essential that they attend St Michael's CE Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family (see Note 4)

3. Children whose normal home address (see Note 2) is in the catchment area as defined below and have a sibling (see Note 3) attending St Michael's at the time of application and who is expected still to be on roll at the time of entry to the school.

4. Children whose normal home address (see Note 2) is in the catchment area as defined below and can be seen on the map on page 7

This catchment area is defined as being the village of Sunninghill bounded by: the A329 to the north, Brockenhurst Road and Devenish Road to the south; to the west end of Lower Village Road as it leads into South Ascot including Coombe Lane but excluding Elizabeth Gardens and Francis Chichester Close; and to the east, the parish boundary from Devenish Road east of Hancocks Mount along Larch Avenue to the Silwood Road junction on the A329.

5. Children who have a sibling (see Note 3) attending St Michael's at the time of application and who is expected still to be on roll at the time of entry but where the normal home address is outside the catchment area.

6. Other children whose parents have any other reason for their preference.

The Governors reserve the right to verify to their satisfaction any of the information on the application form. Once an offer has been accepted the child's original birth certificate must be sent to the School.

Should there be more applications in any one criterion than places available, **distance from the school will be used as the final arbiter.** The distance is provided by RBWM who uses proximity to the School, measured in a straight-line from the address point of the pupil's house as determined by Ordnance Survey to the address point of the school using the local authority's GIS system. **In the case of two properties being of equal distance from the school** a random application process will be administered. This process will be supervised by someone who is independent of the School (see Appendix 1).

Parents may appeal against unsuccessful applications. An Admission Appeal should be sent to the Chairman of Governors within twenty school days of receipt of the refusal letter. An independent panel appointed by the Oxford Diocese will then consider the appeal. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Parents may also request their child's name be added to the Waiting List by writing directly to the School and thereafter at the end of each school year. It is the sole responsibility of the parent to write by the first day of the new school year of each school year to request that their child's name remain on the waiting list. Places will be offered from the Waiting List, if a casual vacancy occurs, in order of the admissions criteria. No account is taken of length of time on a waiting list.

The governors have made every effort to ensure that this policy conforms to all the relevant legislation including that on equal opportunities and infant class size prejudice.

Definitions

Note 1: by Parent we mean any person who has parental responsibility (as defined in the Children Act 1989) for or is the legal guardian of the child. Where admission arrangements refer to 'parents attendance at church' it is sufficient for just one parent to attend.

Note 2: by normal home address, we mean parent (see Note 1) and child's permanent home address, i.e. where your child lives and sleeps for the majority of the school week (Monday to Friday), as at the closing date for applications. The exception is the children of Service Personnel. **The Governors reserve the right to verify to their satisfaction any of the information on the application form**. Childcare arrangements are not sufficient reason for listing another address.

Note 3: by Sibling we mean brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. Where one of the siblings of multiple - birth e.g. twins is the 30th child admitted. All multiple birth siblings will be admitted.

Note 4: When applying under criterion 2, wholly exceptional medical or social needs, you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring St Michael's. This evidence must clearly demonstrate why the school is the only one appropriate for the child and must illustrate the difficulties that would be caused if you child had to attend another school. The person supplying the evidence should be a doctor, health visitor, senior social worker etc who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals

Note 5: 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)."

Information regarding the number of applications and criterion for the Reception Class in the School year 2018 / 2019**:**

The School received applications 'Statemented', 'Looked After', 'in catchment sibling' category, ' in catchment' category, 'out of catchment sibling' category and 'other'.

For further information

In the first instance, please contact the Royal Borough of Windsor & Maidenhead. Booklets and application forms for entry into Reception are available from the RBWM. Contact details are as follows:

The Admissions Department
Royal Borough of Windsor and Maidenhead

Town Hall
St Ives Road
Maidenhead
SL6 1RF

Tel: 01628 683870
Email: school.admissions@rbwm.gov.uk

The Admission Secretary
St Michael's CE Primary School
School Road
Sunninghill
Ascot
Berkshire
SL5 7AD

Tel: 01344 622962
Email: office@stmichaelsce.co.uk
Website: st-michaelsprimary.co.uk -

Appendix 1

St Michael's CE Primary School
Random Application Process

In the case of two properties being of equal distance from the school a random application process will be administered. This process will be undertaken by someone who is independent of the School e.g. a vicar from the next parish.

- Names of applicants will be recorded on individual pieces of A4 white paper. The papers will be folded and put into a box.
- The box will be closed and shaken.
- The Independent Supervisor will remove one piece of paper at a time and the name will be recorded in the minutes in order of withdrawal.
- The Chair of the Committee, as an observer, and the Independent Supervisor will sign the minutes.

