



St. Michael's C. E. Primary School

## Admissions Policy

[Approved: Autumn 2017]  
[To be reviewed: Autumn 2018]

# Admissions Policy

## 1 Introduction

- 1.1 The governing body of St Michael's CE Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school.
- 2 Statement of Intent
- 2.1 At St Michael's C E Primary School, we welcome all pupils, irrespective of faiths, cultures, races, disabilities or family background
- 2.2 We admit our pupils in line with the Equality Act 2010, School Admissions Code 2014, the School Admission Appeals code 2012, Human Rights Act 1998 and the School Standards Framework Act 1998.
- 2.3 The purpose of this policy is to ensure that all school places are allocated and offered in an open and fair way.
- 2.4 The number of places available is determined by the capacity of the school, and is called the 'agreed admission number.' Our published admissions number (PAN) is 15.

## 3 How parents can apply for their child to be admitted to our school

- 3.1 The school determines the admission arrangements. The Governors are the 'Admissions Authority' for our school. The regulations for entry to our school are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.
- 3.2 The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms. The LA notifies parents about the school place as soon as all the applications have been considered.
- 3.3 In St Michael's CE Primary School, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by the date stipulated.
- 3.4 At St Michael's C E Primary School we consider the individual child and therefore allow children to attend school on a part time basis in the first term if this is considered appropriate for the child. However it is our expectation that All children will be attending full time from the Spring term.

## 4 Oversubscription Criteria

- 4.1 If a child's SEN statement or EHC Plan names our school, they must be admitted.
- 4.2 St Michael's C E Primary School's oversubscription criteria include:

- Distance from school.
- Siblings at the school.
- Any catchment area.
- Waiting list arrangements.

**4.3** Our faith-based oversubscription criteria are as follows:

- St Michael's C E Primary School is required to offer a child, whether of the designated faith, another faith or no faith, a place if places are available.
- Priority must be given to LAC regardless of faith, but LAC of the designated faith may receive priority.

## **5 Admission appeals**

**5.1** If the LA do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

**5.2** If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Bishop Antony Educational fund. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school.

## **6 The standard number**

**6.1** The PAN (Pupil Admissions Number) is set at 15. This means the number of pupils who can be admitted in any one, year group. We keep this number under review and the governors will apply to change the number if circumstances demand.

## **7 Class Size Restrictions in Key Stage 1**

**7.1** Key stage 1 is reception, year 1 and year 2 in First and Primary schools. All schools must follow class size legislation in Key Stage 1 (ages 4 to 7). Schools are not allowed to have more than 30 children to one qualified teacher in any Key Stage 1 class, including reception classes. (Schools Admissions Code 2014.)

**7.2** Exception to the new class size legislation is possible only in very limited circumstances, for example where a child is in receipt of a Statement of Special Educational Needs naming the school in question, or where a child has moved into an area during the school year and there is no other school within a reasonable distance from home. In either case the class may remain above the 30:1 limit only for the remainder of that school year.

## **8 Pupil Registration Regulations**

**8.1** St Michael's C E Primary School promotes good attendance, aims to reduce absence and acts early to address patterns of absence.

- 8.2 The 'Pupil Registration Regulations 2006' make it compulsory for schools and academies to keep and maintain an admissions register and an attendance register for every pupil.
- 8.3 Our admissions register contains an index in a clearly identified order and the following fields:
- The pupil's full name
  - The pupil's gender
  - The name and address of every person known to be a parent of the pupil
  - The emergency contact number for at least one parent.
  - The day, month and year of the pupil's birth
  - The day, month and year of the pupil's admission or re-admission to the school
  - The name and address of any previous school that the pupil has attended.
- 8.4 The attendance register will specify, both in the morning and afternoon sessions, whether any pupil recorded on the register is:
- Present.
  - Absent.
  - Attending an approved educational activity.
  - Unable to attend due to exceptional circumstances , i.e. bereavement or sickness.
- 8.5 We ensure any information recorded in the registers is legible and recorded in ink or electronically. Subsequent corrections made to either register are clearly distinguishable from the original entries.
- 8.6 Children at risk of missing education. We inform the LA of any pupil who will be deleted from the admission register and must have the LA agreement before this decision is made.

## **9 Terms and Conditions**

- 9.1 Copies of our school's terms and conditions are made available to parents during the admissions process.

## **10 Monitoring and Review**

- 10.1 This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

**Signed:**

**Date**