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Owner	Diocese of Hereford Multi Academy Trust



“To enable high quality learning in a safe and caring Christian environment, to prepare all pupils physically, mentally and spiritually for their future.”

Primary Admissions Arrangements St. Michael's C E Primary School 2021/2022

The Diocese of Hereford Multi Academy Trust and St. Michael's C E Primary School have made every effort to ensure that these arrangements comply with the Academy Admissions Code 2014 and all relevant legislation.

As an academy, we act as our own admission authority and determine our own admission arrangements in line with the Funding Agreement approved by the Secretary of State.

Admission arrangements to the Reception Year in September 2021-22

At our school, pupils are normally admitted at the beginning of the academic year (1 September - 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2016 and 31 August 2017 may apply for them to be admitted to the Reception Year in September 2021. There are 15 places available. Our policy is not to offer admission in September 2021 to children who were born on or after 1 September 2017.

Parents of a child whose fifth birthday falls between 1 September 2021 and 31 March 2022 may request that their child is not admitted until later in the academic year 2021/22 (no later than the term [using three term year] after the child's fifth birthday, when s/he 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 academic year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2022 and 31 August 2022 (summer-born children), parents who do not wish them to start at the school in academic year 2021 - 22, but to be admitted to the Reception Year in September 2022 should proceed as follows. They should apply at the usual time for a place in September 2021 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2022⁽ⁱ⁾.

Until the child reaches compulsory school age, parents may also request that s/he attend part-time. In such cases, detailed arrangements should be discussed with the Head Teacher. At **St. Michael's C E Primary School**, 'part time' is understood to be either 5 mornings or 5 afternoons.

Parents⁽ⁱⁱ⁾ wishing to apply for the Reception [Foundation] Year in September 2021 must complete the common online application made through the local authority in whose area you live at the time of application. The online application must be submitted to that local authority no later than 15th January 2021. Applications received after this date will normally only be considered after all those received on or before the cut-off date Offers and refusals of places will be posted by *Herefordshire* local authority on 16 April 2021 or the published 'National Offer Day'.

Over-subscription criteria

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming **St. Michael's C E Primary School** will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- 1 'Looked after children' or children who were previously 'looked after' but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order¹ including those who appear to the admission authority, the Diocese of Hereford Multi-Academy Trust, to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously Looked-after children outside of England⁽ⁱⁱⁱ⁾
- 2 Families who have exceptional medical^(iv) or social needs that make it essential that their child attends **St. Michael's C E Primary School** rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
- 3 Children of service personnel^(v) with a confirmed posting to their area, or crown servants returning from overseas to live in that area.
- 4 Children with a normal home address in the catchment area and with a sibling^(vi) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- 5 Children with a normal home address^(vii) in the catchment area.

- 6 Children with a normal home address outside the catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- 7 Other children.

Note: Proximity of the child's home, as measured by the straight line distance between the home and the school^(viii) with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 6 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

All Other Admissions

Admission to the school during the academic year depends on whether or not there are places available. Year groups in Reception, Year 1 and Year 2 have **15** places; other year groups (Years 3 to 6) have **15** places. Applications must be made directly to the school on a form available from the school. Admissions outside the normal age group will be managed by the Local Governing Body of **St. Michael's C E Primary School** 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 1-8 above), a place will be offered.

Admission outside normal age group

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 Headteacher 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.

Waiting Lists

The school maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

Multiple births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 15 for Reception 2021/22 or the number of places in other year groups.

Fair Access

The school participates in the Local Authority Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and may take priority for admission over children on the waiting list.

Appeals

Arrangements for appeals panels

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the school. The Appeal Panel, which will be convened by the Hereford Diocese, or another independent body, will be independent of the school.

The arrangements for Appeals will be in line with the School Admission Appeals Code published by the Department for Education (DFE), which means that parents will have 20 school days from national offer day in which to submit an appeal. Appeal hearings will be held within 40 schools days of the deadline for the lodging of appeals. The determination of the appeal panel will be made in accordance with the School Admission Appeals Code and is binding on all parties. The school will provide guidance for parents about how the appeals process will work and will provide parents with a named contact who can answer any enquiries they may have about the process.

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through contacting **the school office on 01568 797241**.

Monitoring, Evaluation and Review

The Trust, in consultation with the Local Governing Body, will review this policy every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Further information

Further information can be obtained from Mrs Louise Layton at the school.

Appendix to the Admissions Policy

- (i) **Admissions outside the normal age group** - 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 2022) for a Reception place in September 2022.

If their request is refused, the parents must decide whether to wait for any offer of a place in September 2021 (NB 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 2021 for a Year 1 place in September 2022. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2021-2022 Reception Year group.

- (ii) **“Parent”** is defined in law (The Education Act 1996) as either:
- any person who has ‘parental responsibility’ (defined in the Children Act 1989) for the child or young person; or
 - any person who has care of the child or young person.

If you are in any doubt, please contact the academy for advice.

- (iii) By a looked after child (iii) who is (a) in the care of the local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)¹ An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
- (iv) **When applying under criterion 2** (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 C E Primary School**. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, 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 where necessary.
- (v) **Children of Service Personnel; admission authorities must:**
- allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.
 - when considering the application against their oversubscription criteria: this **must** include accepting a Unit postal address or quartering area address for a service child. Admission authorities **must not** refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children; this is in accordance with Paragraph 2.18 of the Schools Admissions Code.
- (vi) **By sibling** we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent’s/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. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.
- (vii) **By normal home address**, we mean the child’s home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a

residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child. The school will require to see a Council Tax statement or utility bill dated within the last 3 months showing that you correctly live at this address

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

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book, which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the Local Authority to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home Local Authority must be informed.

If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

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.

- (viii) For admission purposes, all distances are measured as a straight-line distance on a computerised mapping system between home address and the nearest entrance gate of the school by pinpointing their eastings and northings. The shortest distance will be given priority. Where two addresses are within the same block of flats, the lowest number of flat or nearest the ground floor will be deemed to be the nearest distance.