



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

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## **Primary Admissions Arrangements St. Michael's C E Primary School 2023/2024**

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The Trust and the Academy have made every effort to ensure that these arrangements comply with the Schools Admissions Code 2021 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 2023-2024**

At our academy, 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 2018 and 31 August 2019 may apply for them to be admitted to the Reception Year in September 2023. The Published Admission Number ("PAN") is 15.

Parents of a child whose fifth birthday falls between 1 September 2023 and 31 March 2024 may request that their child is not admitted until later in the academic year 2023/24 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory academy age). The academy 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 2024 and 31 August 2024 (summer-born children), parents who do not wish them to start at the academy in academic year 2023 - 24, but to be admitted to the Reception Year in September 2024 should proceed as follows. They should apply at the usual time for a place in September 2023 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2024<sup>(ii)</sup>.

Until the child reaches compulsory academy age, parents may also request that s/he attend part-time. In such cases, detailed arrangements should be discussed with the Headteacher.

**Parents<sup>(i)</sup> wishing to apply for the Reception [Foundation] Year in September 2023 must complete the common application form ("CAF") made through the local authority in whose area you live at the time of application. The online CAF application must be submitted to that local authority no later than 15th January 2023 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 2023 or the next working day, i.e. 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' <sup>(iii)</sup> or children who were previously 'looked after', but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 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.
2. Families who have exceptional medical<sup>(iv)</sup> 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<sup>(v)</sup> 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 see appendix (vii) in the catchment area and with a sibling<sup>(vi)</sup> on the roll of the academy at the time of application or whose parent has accepted an offer of a place at the academy and who is expected still to be in attendance at the time of entry to the academy.
5. Children with a normal home address<sup>(vii)</sup> in the catchment area.
6. Children with a normal home address outside the catchment area and with a sibling on the roll of the academy at the time of application, or whose parent has accepted an offer of a place at the academy and who is expected still to be in attendance at the time of entry to the academy.
7. Other children.

**Note:** Proximity of the child's home, as measured by the straight line distance between the home and the academy<sup>(viii)</sup> 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 academy 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 academy.

## In- Year Admissions

Admission to the academy during the academic year depends on whether a further admission would prejudice the provision of efficient education or the efficient use of resources at the school or not. Applications must be made directly to the academy on a form available from the academy. Admissions outside the normal age group will be managed by the Local Academy Board of St. Michael's C E Primary School as indicated below.

- If an admission would not prejudice the provision of efficient education or the efficient use of resources, 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.
- In-year admissions, or admissions at the beginning of academy years other than Reception, will only be considered by the school up to half a term [using the three-term year] in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half term break. St. Michael's C E Primary School does not have a normal point of entry to Year 3 – applications for entry at the beginning of Year 3 are treated as indicated in this section.

## In-Year Admissions Process

This document outlines the procedure for parents who wish to apply for a place for their child St. Michael's C E Primary School "in-year", that is other than where they are to start school in the Reception Class at the beginning of the academic year. If you are applying for a Reception place in the normal admissions round<sup>1</sup> or you are applying late<sup>2</sup> for your child, please see our Admissions Policy). The School will co-ordinate its own in-year admissions, and applications should be made as described below, and NOT to the Local Authority, as is the case for normal admission round and late applications.

If you are considering moving your child to St. Michael's C E Primary School, you are welcome to contact the school office to arrange a date and time to have a tour around, if you wish. **Please note, this does not guarantee that a place will be available and the online application procedure below must be followed:**

- Request an admissions form from the school,
- Send, or email, the completed form to the school (admin@st-michaels.hereford.sch.uk)
- We will then contact you in writing to let you know whether a place is available, or not. If you are offered a place at our school, the offer letter will then instruct you to make direct contact with us to arrange a mutually convenient start date. If it is not possible to offer a place at our school, then we will inform you, in writing, as to the reason for the refusal, as well as informing you of your right of appeal. The relevant Local authority will also be informed.
- At St. Michael's C E Primary School, we maintain a waiting list for in-year admissions. If your application has been unsuccessful and we have been unable to offer a place, you are welcome to

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<sup>1</sup> before the 15 January deadline for the Local Authority to offer a place on National Offer Day (16 April or the next working day)

<sup>2</sup> Applications for Reception that are made before the first day of the first term of the academic year but have not been made in time for the Local Authority to offer a place on National Offer Day

contact the school office if you wish your child to be included. Priority on the waiting list is determined according to our over-subscription criteria (see Admissions Policy) and not the date a child is added to the list. If a place were then to become available, we would notify the School Admissions Team and they will notify parents of the vacancy on behalf of school.

- A waiting list is maintained until 31 December for Reception, see 2.15 School Admissions Code. Thereafter, waiting lists are maintained until the end of each term.
- Parents will need to reapply if they wish to be included on the list for the following term.

### **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 or if they are gifted and talented. 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 best interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. Parents have a statutory right to appeal against a refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group. 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 academy 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 by contacting the academy. For admissions to Reception, the academy maintains a waiting list until 31 December. Thereafter waiting lists are maintained until the end of each term. 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. The length of time a pupil has spent on the waiting list does not affect their ranking on it. The academy 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 PAN of 15 for Reception 2023/24 or where admission would prejudice the efficient education or efficient use of resources in other year groups.

## **Fair Access**

The academy participates in the Local Authority Fair Access Protocol (“FAP”). This covers children that fall in to prescribed categories of vulnerable and/ or hard to place children, where they are having difficulty in securing a school place in-year AND it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures. As this is a separate admissions process required by the School Admissions Code and administered by the Local Authority, where a place has been allocated under the FAP such admissions are made without reference to those on the waiting list and may necessarily take priority over them.

## **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 academy. The Appeal Panel will be convened by an external independent body, on behalf of the Trust

The determination of the appeal panel will be made in accordance with the School Admission Appeals Code and is binding on all parties. The academy 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.

## **Monitoring, Evaluation and Review**

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

## **Further information**

Further information can be obtained from Mrs Layton, Administrator at the academy.

## **Appendix to the Admissions Policy**

- (i) **“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.

- (ii) **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 Headteacher 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 2024) for a Reception place in September 2024.

If their request is refused, the parents must decide whether to wait for any offer of a place in September 2023 (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 2023 for a Year 1 place in September 2024. Parents should be aware that the Year 1 group may have no vacancies, as it could be full with children transferring from the 2023-2024 Reception Year group.

- (iii) A looked after child 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) <sup>1</sup> 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 academy is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another academy/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 academy 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 2.21 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 academy 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 academy, 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 academy 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 academy 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 academy/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 academy/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 academy 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 academy may seek further evidence. The academy works closely with the Local Authority to ensure that places are not obtained at the academy on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the academy 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 academy has denied a place to a child with a stronger claim, the academy will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the academy.

We regard a child's home address to be where he or she sleeps for the majority of the academy/school week (Monday to Friday). We may ask to see official documentation, that evidences the 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.

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.

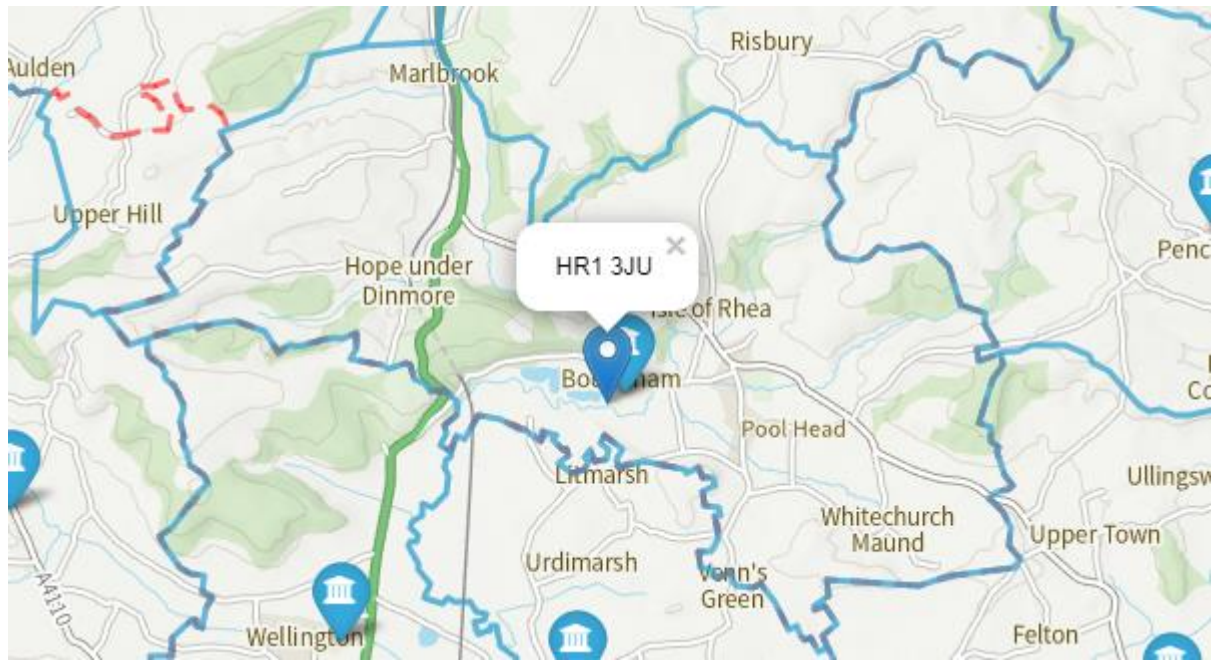
If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

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.

## Appendix 2 - catchment area map



For more details of our catchment area, please visit:

<https://www.herefordshire.gov.uk/schools-education/schools-catchment-map>