



## **St Michael's CE VA Primary School, Lyme Regis**

### **Admissions Policy 2016 - 2017**

#### **Introduction**

Parents and their children are warmly invited to have a look around the school and the school website which contains lots of useful information to consider when deciding whether to start school for the first time at St Michaels' or move here from another school.

These Admissions Arrangements are reviewed and published annually by the Governing Body of the school (the Admissions Authority). They take full account of the requirements of the 2014 School Admissions Code and the 2012 School Admission Appeals Code issued by the Department of Education under Section 84 of the School Standards and Framework Act 1998. These Admissions arrangements apply for the new Reception intake to the school in September 2017 and for in-year transfers during the 2017/18 school year.

All documents used to inform these admissions arrangements are available in paper form from the school office and through the school website. School's Admission Code December 2014; School Admission Appeals Code February 2012 and Dorset In Year Fair Access Policy.

This document sets out the Policy of St Michael's Church of England Voluntary Aided Primary School, Lyme Regis, with respect to Admissions. For the purposes of this policy, the Governing Body of St Michael's Primary School is the admission authority.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Parents who wish their children to be admitted to the school at the beginning of Reception Year (Normal Year of Entry), should complete the application available from the Local Authority or on-line via [www.dorsetforyou.com/schooladmissions](http://www.dorsetforyou.com/schooladmissions).

Applications for places at the school for 4-year-olds to commence in September each year need to be received at the Local Authority by the deadline date in the Dorset Local Authority Coordinated Admissions Scheme. Following a decision on admission, parents/carers will receive written notification of the outcome in accordance with the co-ordinated scheme.

Formal applications received after the deadline date will be in accordance with the coordinated scheme and be considered according to the priority criteria given in this policy.

Parents/carers must not hold more than one offer of a school place.

Parents who wish their children to be admitted to the school at any point other than the beginning of the Reception Year should complete the application available from the school office. Following a

decision on admission, parents/carers will receive written notification of the outcome in accordance with the governors criteria set out in this policy.

Parents/carers must not hold more than one offer of a school place.

Every year the governing body will review and publish information concerning the St Michael's Primary School's admission policy. This will confirm the maximum number of children to be admitted to the school as a whole which is currently 189, the Published Admissions Number (PAN) which is currently 27 and explain how places will be allocated.

In accordance with government legislation, the governing body will consult with the Diocesan Board of Education, the Local Authority, other local schools and relevant parents and groups in the local area annually in respect of the admissions policy.

## **Aims**

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children. It should contribute to improving standards for all pupils.

The school aims to provide a place for all children whose address is within the designated area, defined as being the area within the ecclesiastical boundaries of the parish of Lyme Regis as defined in the school's Trust Deed. The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

## **Starting School**

A full-time school place in the Reception class is available for children from the September following their 4th birthday. (i.e. children born between 01/09/2010 and 31/08/2011 will be admitted in September 2015.) Parents can request that their child attends part-time until the child reaches compulsory school age.

Where an offer of a place is made to a child below compulsory school age, parents have the right to defer their child's entry to school until later in the school year. The place is held for that child and is not available to be offered to another child. Entry may not be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which admission is sought.

## **Deadline for application**

Applications for Reception Year entry for the academic year starting September 2015 need to be formally registered with the Local Authority by the date stated on the Common Admission Form for consideration by the admission authority.

St Michael's Church of England (VA) Primary School cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

The Governors have set a maximum class size of 30 pupils in Foundation and Key Stage 1 and 34 pupils in Key Stage 2. The maximum of 34 pupils in a Key Stage 2 Class will only be allowed if the level of children with additional needs is deemed manageable and the space within the room is deemed available. The admissions panel would meet to discuss the admission of children beyond the number of 32 to discuss the needs of the children within the current class. Legislation states that no infant class may exceed 30 pupils.

Following a decision on admission, parents/carers will receive written notification of the outcome from the Local Authority. The date of posting of this notification is given in the Dorset Local Authority co-ordinated scheme. The date usually given is late in the Spring Term preceding the child's admission.

Late applications, i.e. those received after the deadline for the normal admissions round, will be considered in line with the Local Authority co-ordinated scheme. Formal applications received after the deadline date will not be considered until after all of those which were received on time have been processed. They will then be considered according to the priority criteria given in this policy. In these cases, written notification will be given as soon as possible after the applications have been received according to the timetable outlined in the Local Authority Coordinated Admissions scheme. Parents/carers must not hold more than one offer of a school place.

### **Waiting Lists**

During the normal admissions round it is always necessary to complete a Local Authority Common Application form to apply for a school place. Registering interest with the school on a "waiting list" or having a child at St. Michael's Pre-School, before the admissions round guarantees neither a place nor priority within the oversubscription Criteria. Offers of places will be made by the Local Authority on the school's behalf.

If the school is oversubscribed for children due to start in 2016-2017 a waiting list will be maintained. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is declined. The waiting list will close on *31 December 2016*. At that time parents of pupils on existing lists must confirm in writing their wish to be placed on a newly constructed waiting (or continued interest) list which will remain open until *March 31<sup>st</sup> 2017*. Looked after children and previously looked after children as defined within this policy, children who are the subject of a direction by a local authority or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over any child on the waiting list.

### **Multiple Births**

If there are insufficient places to accommodate all the children of a multiple birth (i.e. twins, triplets etc.) the parents of the children will be asked to nominate the child or children to take up the available number of places.

### **Applications outside the normal admissions round**

Applications for 2016-17 entry outside the normal admissions round should be made directly to the school. The governors will process the application according to the following policy and will inform the parents and the LA of the outcome.

### **Policy**

The admissions policy of St Michael's Primary School is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.

Admissions are subject to any constraints upon the school by the relevant authority (Salisbury Diocese, DCSF, Local Education Authority).

**Where St Michael's Primary School is named in a child's Statement of Special Educational Needs, the governing body recognises a duty to admit the child to the school.**

### **Over-subscription Criteria**

Where more applications have been received than places available or where to admit would conflict with the school fulfilling class size legislation, the following priorities shall apply in order:

#### **1. LOOKED AFTER CHILDREN**

Looked after children or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order<sup>1</sup>. A looked after child is a child who is (a) in the care of a 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).

#### **2. VULNERABLE CHILDREN**

- a.) children of families with confirmed refugee status
- b.) children with a medical condition where written evidence is available from a senior clinical medical officer and the child's general practitioner or specialist showing that it would be detrimental to the child's health not to admit him/her to this school rather than any other. Details of this must accompany the initial application.
- c.) children with a parent who has a disability which would make travel to a school further away more difficult than to this one. Evidence from a registered health professional such as a doctor or social worker will be required. Details of this must accompany the initial application.

#### ***LIVING WITHIN THE SCHOOL'S DESIGNATED AREA AS DEFINED ABOVE:***

#### **3. SIBLINGS**

A child is considered in this category if an older sibling is attending the school at the deadline date, **and will continue to do so when the sibling is admitted**, and where the child lives within the designated area at the same address as the older sibling.

Step, half and foster siblings and siblings of co-habiting partners are included in this category, as well as the children of couples who have registered a civil partnership.

#### **4. PRACTISING CHRISTIANS**

Children who are regular worshippers at an Anglican church and who reside within the school's catchment area – attendance certified in writing by the Vicar. [Applicants need to complete a supplementary information form available from the office at St Michael's Primary School.] ('Regular' is defined as attendance of a minimum of 10 Acts of Worship in a year)

#### **5. OTHER PRACTISING CHRISTIANS**

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<sup>1</sup> An adoption order is an order under section 46 of the Adoption and Children Act 2002.

A 'residence order' is as 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. 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).

Children who are regular worshippers at another Christian Church and who reside within the school's catchment area – attendance certified in writing by the Priest or Minister. [Applicants need to complete a supplementary information form available from the office at St Michael's Primary School.]

('Another Christian Church' is defined as a recognised church that subscribes to Churches Together in Britain and Northern Ireland)

#### 6. OTHER CHILDREN

Children resident within the designated area who do not qualify under one of the criteria above.

#### *LIVING OUTSIDE THE SCHOOL'S DESIGNATED AREA AS DEFINED ABOVE:*

#### 7. SIBLINGS

A child is considered in this category if an older sibling is attending the school at the deadline date, and will continue to do so when the sibling is admitted, and where the child lives outside the designated area at the same address as the older sibling.

Step, half and foster siblings, siblings of co-habiting partners are included in this category, as well as the children of couples who have registered a civil partnership.

#### 8. PRACTISING CHRISTIANS

Children from outside the catchment area who are regular worshippers at an Anglican church – attendance certified in writing by the Vicar. [Applicants need to complete a supplementary information form available from the office at St Michael's Primary School.]

('Regular' is defined as attendance of a minimum of 10 Acts of Worship in a year)

#### 9. OTHER PRACTISING CHRISTIANS

Children from outside the catchment area who are regular worshippers at another Christian Church – attendance certified in writing by the Priest or Minister. [Applicants need to complete a supplementary information form available from the office at St Michael's Primary School.]

('Another Christian Church' is defined as a recognised church that subscribes to Churches Together in Britain and Northern Ireland)

#### 10. OTHER CHILDREN

Children resident outside the designated area who do not qualify under one of the criteria above.

If the school is oversubscribed in criterion 3 then criteria 4 & 5 in priority order will be used as the determining factors. If the school is oversubscribed in criterion 7 then criteria 8 & 9 in priority order will be used as the determining factors. If too few places are available to satisfy preferences expressed within any of the priority order categories given above, places will be allocated on the basis of the child's closeness to the school (defined by straight line measurement using a Geographical Information based system which identifies the home address, the school building and calculates the distance between the two locations – see footnote).

If applications cannot be determined as above, the drawing of lots will be undertaken by an independent person.

A deadline date is given for parents to accept the place offered. Parents will be asked to reply to the Local Authority. If they do not respond by this date it will be assumed that the place offered has been declined.

Registration at any nursery or pre-school unit will **not** be considered as a criterion for over subscription and no priority will be given to such children even if the pre-school is linked to the school / academy.

#### Exceptional Circumstances

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of a place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of a place is refused.

## **Appeals Procedure**

Parents have a right of appeal to an independent panel against the decision of the Governing Body to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters.

**Enquiries about this policy should be addressed to: The Clerk to the Governing Body, c/o: St Michael's CE VA Primary School, King's Way, Lyme Regis, Dorset DT7 3DY.**

**Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Governing Body / Academy Trust.**

## **Footnote**

The use of the "straight line" measurement method applies to the allocation of places only. It will not be used to determine transport entitlement, where it is a legal requirement to measure by the nearest available walking route.

This Policy was adopted and approved by the Full Governing Body on Monday 23<sup>rd</sup> March 2015

Signed: P Brock, Chairman

Date: 23<sup>rd</sup> March 2015