



St Michael's CE (VA) Primary School

Lyme Regis

Learners growing together with God

**Children's' values - Respect, Koinonia, Perseverance,
Generosity, Thankfulness**

Admission Arrangements Pre-School 2017-2018

Ratified by the Governing Body on:	21st March 2016
Signature of Headteacher:	N Kiddle
Signature of Governing body:	Michaela Ellis

St Michael's Pre-School, Lyme Regis

Admissions Arrangements 2017-2018

Policy

At present, our Pre-school is now accepting Rising Three pupils. (These are children who will turn three before the end of the school term) as well as accepting government funded children. Current legislation requires for children to be funded in the term following their third birthday. Parents of Rising Three children will be expected to pay an hourly rate until their children reach the defined government funded age or be entitled to funding linked to vulnerable children systems.

Until we reach our published admission number, it is our policy to offer a place to all government funded applicants and Rising Three applicants irrespective of their gender, religion, ethnicity or country of origin, disability or academic ability.

Applications

Parents, who wish their children to be admitted to the Pre-School, should complete an application form available from the main school office. Applications for places will be considered according to the priority criteria given in this policy.

Every year the Governing Body will review and publish information concerning the Pre-school's admission policy. This will confirm the maximum number of children to be admitted to the Pre-school as a whole (currently 24) and it will explain how places will be allocated.

Recent documentary evidence of residence may be required. This could include the child's NHS medical card, together with a utilities bill, council tax bill or tenancy agreement. Where a child lives with parents with shared responsibility, the "home address" will be considered to be the address of the person who receives Child Benefit for the child (proof of this will be required). Parents should not assume that a place will automatically be allocated to their child.

Criteria for Acceptance

If the maximum number of places for the Pre-School has not been filled, then a place will be available for children at the beginning of the term following their third birthday.

If the Pre-school has more than 24 children requesting places for each term, children may be offered some sessions through the week where spaces occur because some parents choose to send their child for less than five sessions per week.

When two children applying for a vacancy meet identical entrance requirements, priority will be given to the oldest child so that s/he is able to have some pre-school experience before starting school. If these two children are the same age then priority will be given to the child who lives closest to the school determined in a straight line from home to school.

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.

A child who has attended the Pre-school will **not** automatically be offered a place at the Primary School. Parents will need to apply for a place at St. Michael's CE VA Primary School as set out in the main school policy document obtainable from the school.

Deadline for application

All applications for places at the Pre-school need to be returned to the main school office by the

- 1st July for Autumn Term entry,
- 1st November for Spring Term entry,
- 1st February for Summer Term entry.

Late applications may be considered. Following a decision on admission, parents/carers will receive written notification of the outcome from the Governing Body.

Waiting Lists

It is always necessary to complete a Pre- School application form to apply for a place. Registering interest with the school on a "waiting list" before the admissions round guarantees neither a place nor priority where the Pre-school is over subscribed. Furthermore, an applicant's position on the waiting list may change if other applications are received that qualify for a higher position under the priority criteria.

If the school is oversubscribed for children due to start in the Pre-School for 2017-2018, a waiting list will be maintained for this year group only. The position on the list will be determined by applying application priority criteria set out below. 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.

Over-subscription Criteria

Where more applications have been received than places available then the following priorities shall apply in the following order:

First Priority Group

1. CHILDREN IN CARE

Children within Local Authority care, for example, children in residential homes or foster care. (The term "looked after" specifically relates to children with either a care order (full or interim) or who are accommodated under Section 22 of the Children Act 1989 within the care of Dorset County Council, i.e. children in residential homes or foster care)

2. VULNERABLE CHILDREN

i. Children of families with confirmed refugee status

ii. 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 Pre-school rather than any other. Details of this must accompany the initial application.

iii. Children with a parent who has a disability which would make travel to a Pre-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.

Second Priority Group

CHILDREN WHO LIVE WITHIN THE SCHOOL'S CATCHMENT AREA:

3. SIBLINGS

A child is considered in this category if an older sibling is attending St Michael's 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 at a minimum of 10 Acts of Worship in the year prior to the application)

5. OTHER PRACTISING CHRISTIANS

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 Ireland).

6. OTHER CHILDREN

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

Third Priority Group

CHILDREN WHO LIVE OUTSIDE THE SCHOOL'S DESIGNATED AREA

7. SIBLINGS

A child is considered in this category if an older sibling is attending St Michael's 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 at a minimum of 10 Acts of Worship in the year prior to the application)

9. OTHER PRACTISING CHRISTIANS

Children from outside the catchment area who are regular worshippers (Regular' is defined as attendance at a minimum of 10 Acts of Worship in the year prior to the application) 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 Ireland)

10. OTHER CHILDREN

These are 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 Governing Body for Pre-School places. If they do not respond by this date it will be assumed that the place offered has been declined.

Exceptional Circumstances

Once an offer of a Pre-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.

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.