

# ST MICHAEL & ALL ANGELS C. E. (FOUNDATION) PRIMARY SCHOOL



SAFE. RESPECT. LEARN.

## Admissions Policy 2023/24

- This policy is written in support of the Mission Statement and Aims of St Michael and All Angels Foundation Primary School.
- It was developed since the last review through a process of consultation with staff.

|                              |                                     |
|------------------------------|-------------------------------------|
| <b>Date of Ratification:</b> | <b>2<sup>nd</sup> December 2021</b> |
| <b>Review date:</b>          | <b>Autumn term 2022</b>             |

### Safeguarding Statement

At ST MICHAEL & ALL ANGELS C.E. (FOUNDATION) PRIMARY SCHOOL we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at ST MICHAEL & ALL ANGELS C.E. (FOUNDATION) PRIMARY SCHOOL. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

### Equality Statement

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations. Everyone within our school will act with courtesy and respect for each other at all times and all students have the right to learn in a safe environment. We as a school have a legal duty under the Equality Act 2010, and those in respect of safeguarding and supporting pupils with special educational needs.

## **Admissions to St Michael and All Angels Church of England Primary School**

The governors of St Michael and All Angels Church of England Primary School are the admissions authority for the school and all admissions will be administered according to the policy below.

The planned admission number for the Reception Class is thirty pupils.

Pupils in receipt of a statement of Special Education Needs where the Local Authority has named this school as necessary to meet the pupil's needs will be admitted.

In the event that there are more applications than there are places available, the Governing Body will allocate places using the following criteria which are listed in order of priority.

The Local Authority will inform parents of the offer of a place.

### **1. First Priority Category**

Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangement order, or special guardianship order. (See note 1).

### **2. Second Priority Category**

Children who appear [to the admission authority of the school] to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See note 2).

### **3. Third Priority Category**

Children with a brother or sister including a half, step or adoptive brother or sister (living in the same household) attending the school at the time of admission. (See note 3).

#### **4. Fourth Priority Category**

Children of a parent)/guardian who is or a child who is an active worshipping member at St Michael and All Angels, Shelf/St Aidan's, Buttershaw or a regular worshiper at another Anglican Church within the Diocese of Leeds attending a minimum of twice per month for at least the previous twelve months prior to the closing date for applications. A 'Supplementary Information Form (SIF) to provide confirmation of Christian commitment is available from the school. This form should be signed by the Vicar of the Church attended.

*In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship*

#### **5. Fifth Priority Category**

Proximity of the child's home to the school. Distance will be calculated using a straight line measurement from the pupil's permanent home to the nearest designated school gate. Distances will be calculated using the Local Authority's Geographical Information System (GIS). To ensure consistency applies, all measurements will be carried out by this method and no other method of measuring distance will be considered. Each property has a coordinate taken from Ordnance Survey Address-Point data. This is the point from which distance measurements will be taken.

#### **Tie breaker**

Where two or more applicants who cannot otherwise be separated live equidistant from the school, as measured by the local authority, the remaining places will be allocated by random allocation. This process will be independently supervised.

#### **Admissions Information.**

St Michael and All Angels admit children to Reception Class provided their fifth birthday falls on or between 1 September of the year of admission and 31 August the following year.

To apply for a place at our school, please complete the Local Authority Common Preference Form and return it to the Local Authority or to school by 15 January 2023. If you are seeking a place on grounds of Church attendance, the school's Supplementary Information Form (S.I.F) should also be completed and returned to the school by the same date as the Common Preference Form.

Letters confirming places at the school are produced and sent from Calderdale Council Directorate of Children and Young People's Services on behalf of the Governing Body.

### **Arrangements for other admissions**

If parents contact the school requesting a place for their child, they will be given an 'In Year Application Form' which requires completing and then forwarding to the Head Teacher. Parents will be advised if a place is available within 15 school days. If there are no current vacancies, parents can put their child's name on the waiting list as detailed below.

### **Arrangements for the admission of children below compulsory school age**

- Children who are offered a Reception place in the school will be able to start school in the September following their fourth birthday.
- Parents may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reaches compulsory school age in that school year.
- Parents may request that their child attends part-time until the child reaches compulsory school age.
- Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Headteacher.
- Compulsory school age is the beginning of the term following the child's fifth birthday.

### **Summer born children/Application made outside normal chronological age group**

Parents or guardians may request that their child:

- (i) defer entry until the next academic year but remain within the same chronological year group, entering in Year 1
- (ii) defer entry until the next academic year, out of their normal age group, to Reception rather than Year 1. (parents should still apply in the normal admissions round and indicate this on the preference form). Such requests should be addressed to the Headteacher.

Evidence will be requested from appropriate professionals for (ii) above to be considered.

Parents of a summer born child (born between 1 April and 31 August) may request that they do not start school until the September following their fifth birthday and are admitted out of their normal age group (into reception rather than year 1). The decision to admit outside of a child's normal age group is made on the basis of the circumstance of each case. Parents must still apply for a school place by the close date of 15 January 2023. In addition to this they must contact the Local

Authority to request a separate application to apply for admission outside the child's normal age group.

## **Appeals**

Where the Governors are unable to offer a place because the school is over-subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the school Standards and Framework Act, 1998, as amended by the Education Act, 2002.

Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal to:

The Clerk to the Governing Body  
St Michael and All Angels C.E. (Foundation) Primary & Pre- School  
Meadow Close  
Greenacres  
Shelf  
Halifax  
HX3 7QU

within 20 days of receiving the refusal letter.

Normally an appeal hearing will be held within six weeks of the closing date of receiving the notice of appeal.

## **Waiting List**

Parents who wish their child to be included on the waiting list must inform the school in writing. If a vacancy occurs and there is more than one child on the waiting list for that year group then the admissions criteria will be applied with no account taken of the length of time on the waiting list

The Waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list
- when a child's changed circumstances will affect their priority
- at the end of each school year, the waiting list will be obsoleted and if for any reason, a child wishes to be placed on the waiting list they will need to re-apply to the school in writing.

## Notes

1. A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.
2. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
3. \*\* 'Living' means the child's permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date before the final allocation of places.

'Parents' include all those people who have parental responsibility for a child as set out in the Children Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the parent responsible for completing application forms, and whose address will be used for admissions purposes. The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school.

For the sibling criterion to be applicable one of the following conditions must exist:

- Brother and/or sister to be permanently resident at the home address
- Stepbrother and/or sister to be permanently resident at the same home address (to include half-brothers/sisters).

## SUPPLEMENTARY INFORMATION FORM

|                                                                                                                               |        |         |
|-------------------------------------------------------------------------------------------------------------------------------|--------|---------|
| YEAR OF ENTRY:                                                                                                                |        |         |
| CHILD'S FULL NAME                                                                                                             |        |         |
| DATE OF BIRTH                                                                                                                 |        |         |
| PARENT(S)/GUARDIAN(S) FULL NAME(S)                                                                                            |        |         |
| ADDRESS OF PARENT/GUARDIAN                                                                                                    |        |         |
| TELEPHONE NUMBER Home:                                                                                                        |        | Mobile: |
|                                                                                                                               |        |         |
| BROTHERS/SISTERS ATTENDING<br>ST MICHAEL & ALL ANGELS SCHOOL                                                                  | NAME:  | CLASS:  |
|                                                                                                                               |        |         |
| PLEASE GIVE THE NAME OF YOUR CHURCH                                                                                           |        |         |
| I have attended this church at least twice per month for twelve months or more<br><br>*** see below for further clarification | Yes/No |         |
|                                                                                                                               |        |         |
| PLEASE ASK THE PRIEST/VICAR/MINISTER TO VERIFY YOUR STATEMENTS BY COMPLETING THE SECTION BELOW                                |        |         |
| <b>To be completed by the Priest/Vicar/Minister</b>                                                                           |        |         |
|                                                                                                                               |        |         |
| The applicant has attended this church at least twice per month for twelve months or more                                     | Yes/No |         |
|                                                                                                                               |        |         |
| SIGNATURE OF PRIEST/VICAR/ MINISTER                                                                                           |        |         |
| Dated:                                                                                                                        |        |         |

\*\*\* *In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship*