



# St Michael's Church of England Primary School

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## **School Admissions Policy 2017-18**

### **INTRODUCTION**

St Michael's School welcomes children from all faiths or of no faith. As a voluntary aided Church of England school, the school aims to provide an education based on Christian principles, and has close links with its parish church where whole school worship takes place on a regular basis. Governors hope that parents who have chosen this school for their child have done so knowing that it is a Church of England school with a distinctive Christian ethos. Governors therefore expect parents to give their full support to the ethos of the school.

Governors hope that all children will attend the acts of collective worship and will take part in the religious education curriculum offered by the school. This does not remove the right that parents have according to the Educational Reform Act 1988s9(3).

### **APPLICATIONS**

Parents considering sending their child to the school are strongly encouraged to contact the Headteacher to arrange a meeting which will include an opportunity to view the school. This meeting is to provide you with information about the school to help you to make an informed choice about whether the school is right for you and your child, but plays no part in determining who is admitted to the school.

Admissions to the Reception Class take place in one intake in September. It may be possible to vary this. This will be done in consultation with the parents concerned. Admission takes place in the school year during which the child has his or her 5th birthday.

Admissions to reception classes in primary schools are co-ordinated across all London boroughs. You must complete a Common Application Form (CAF) for the local authority in which you live. For Camden residents the CAF is available from any Camden primary school. If you are applying to more than one school, you still only fill in one CAF. On it you can name up to 6 schools in order of preference. If you are applying for a Foundation place at St Michael's, or for an Open place and have another child at the school, you must also complete the school's own Supplementary Form so that the governors can consider your application fully. The CAF can be

handed in at the school or can be sent directly to the Local Authority, but **the school's own form must be returned to the school.**

The closing date for applications for admission to the Reception Class in the school year beginning September 2017 is mid January 2017. Letters advising you as to whether your application has been successful or not will be sent out mid April 2017. If you are offered a place, you will need to accept it through your home local authority at the beginning of May 2017. At this stage you will be asked to bring proof of your child's date of birth and address to the school. If you do not accept the place by this date, or if you are unable to provide satisfactory evidence of date of birth and address, the offer may be withdrawn. The offer may also be withdrawn if it is subsequently discovered that the place has been offered on the basis of false information on the application form.

### **Applications on behalf of pupils attending the School's Nursery Class**

Applicants should be aware that Nursery education is a non-statutory service and that accordingly a child's attendance in the School's Nursery Class does not guarantee a future place in the Reception, Infant or Junior classes.

### **Pupils with a Statement of Special Educational Needs**

The admission of a pupil with a statement of Special Educational Needs or an Education and Healthcare Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Authority. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

## **OVERSUBSCRIPTION CRITERIA**

The Governors have agreed with the Local Education Authority that a maximum of 30 children may be admitted to each age group each year. This is in accordance with government legislation which limits infant class sizes.

If there are more applications than places, the Governors will give places to:

Children in public care or a child who was previously looked after but immediately after being looked after became the subject to an adoption, residence, or special guardianship order, and then up to 10 Foundation places and up to 20 Open places. These will be allocated at the discretion of the Admissions Committee according to the following criteria and in the following order:

## **A. CHILDREN IN PUBLIC CARE**

**1A** Children in public care or a child who was previously looked after but immediately after being looked after became the subject to an adoption, residence, or special guardianship order,

## **B FOUNDATION PLACES**

**1B** Children whose parents or guardians have worshipped at St Michael's Church, Camden Road, at least twice a month throughout the year preceding the date of application and who will have a sibling attending St Michael's Primary School at the time they start attending Reception Class. *(See notes 1 and 2)*

**2B** Children whose parents or guardians have worshipped at St Michael's Church, Camden Road, at least twice a month throughout the year preceding the date of application but who will not have a sibling attending St Michael's Primary School at the time they start attending Reception Class. *(See note 1)*

**3B** Children whose parents or guardians have worshipped at one of the other Churches in the Parish of Old St Pancras at least twice a month throughout the year preceding the date of application and who will have a sibling attending St Michael's Primary School at the time they start attending Reception Class. *(See notes 1 and 2)*

**4B** Children whose parents or guardians have worshipped at one of the other Churches in the Parish of Old St Pancras at least twice a month throughout the year preceding the date of application but who will not have a sibling attending St Michael's Primary School at the time they start attending Reception Class. *(See note 1)*

**5B** Children whose parents or guardians have worshipped at another Christian church at least twice a month throughout the year preceding the date of application and who will have a sibling attending St Michael's Primary School at the time they start attending Reception Class. *(See note 1 and 2)*

**6B** Children whose parents or guardians have worshipped at another Christian church at least twice a month throughout the year preceding the date of application but who will not have a sibling attending St Michael's Primary School at the time they start attending Reception Class. *(See note 1)*

**Each criterion will be applied in the order given above. Should there be more applications in any category than places available, priority will be given to children whose home address is closest to the school (see note 3).** If the Governors are not able to offer a Foundation place to anyone applying for a Foundation place, the application will be considered for an Open place according to the criteria for Open places. If there are insufficient applications to fill the Foundation places, the remaining places will be offered to applications for Open places according to the criteria for Open places.

## **C Open Places**

**1C** Children who will have a sibling attending St Michael's Primary School at the time they start attending Reception Class. *(See note 2)*

**2C** All other children.

**Each criterion will be applied in the order given above. Should there be more applications in any category than places available; priority will be given to children whose home address is closest to the school. (See note 3)**

*Notes:*

- 1. Those seeking a place under the criteria of church membership should note that the school will seek confirmation of this from the priest, minister or church leader. Christian churches are defined as those which are full member churches of Churches Together in Britain and Ireland or of the Evangelical Alliance. For families recently moved into the area, attendance at their previous church will also be taken into account.*
- 2. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer's partner, where the child for whom the place is sought is living in the same family unit at the same address as the siblings. A sibling relation does not apply when the older child will leave before the younger one starts*
- 3. In the case of twins or a multiple birth, if a place is offered to one of the children priority will be given to the other siblings.*
- 4. Distances are determined by the shortest walking route from the main street entrance of the child's home address to the entrance of the school, as measured using the Local Authority's computerized measuring system. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicants living closest to the ground floor and then by ascending flat number order.*

## **APPEALS**

If you are not offered a place the school will tell you the reasons why. You have the right of appeal to an independent Appeals Panel; the school will provide details of how to appeal.

## **WAITING LIST**

When the school is oversubscribed and after the admissions to the Reception Class have been decided, if you have not been offered a place you may ask for your child's name to be put on the waiting list. Late applications will also be put on the waiting list. The waiting list will be maintained in order according to the oversubscription criteria. The waiting list is reviewed at the start of each school year, and applicants will be asked to confirm that they wish to remain in the waiting list.

## **IN-YEAR ADMISSIONS**

In-Year admissions are those which take place at times other than normal admissions to Reception Class. Applications for in-year admissions are made in the same way as those made during the normal admissions round. The school cannot accept applications directly from parents. You will be advised by your home local authority as to whether a place is available or not. If a place cannot be offered, you may ask us for the reasons why. You have the right of appeal to an independent Appeals Panel; the school will provide details of how to appeal. You may also ask for your child's name to be put on the waiting list.

When a place becomes available, the governing body will determine who is top of the waiting list in accordance with the oversubscription criteria. The length of time on the waiting list does not determine admissions decisions. All offers of places will be made by, and must be accepted through, the home local authority

## **REVIEW**

The Governors review the admissions criteria each year, so applicants for places for future years should ensure that they are aware of the latest criteria. The criteria are published in the school prospectus.