

## St. Michael's CE Aided Primary School

### Admissions Policy for the Academic Year 2015/16

*(The DfE issued new guidance in December 2014 and this has now been included in the Admissions Code. As a result changes must be applied to our previously agreed and published Admissions Policies for 2015 /16. These changes are summarised at the end of this policy in Appendix 2)*

St Michael's CE (Aided) Primary School has a distinctive Christian ethos which is at the centre of school life and aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. We encourage an understanding of the meaning and significance of faith, and promote Christian values within a multi-cultural and multi-faith community through the experiences we offer to all our children.

The Governors are responsible for the admissions to the school. In deciding on admission numbers, they take into account the capacity of the school. Our published admission number is 30 children for entrance into the Reception class in the academic year September 2015/16. Likewise, the number of places in Years 1 and 2 is 30. The published admission number of 30 for Reception reflects the net capacity of the school and is consistent with the requirements of the class size regulations for Reception, Year 1 and Year 2. Years 3, 4, 5 and 6 also have 30 places.

The dates and processes for applying will be in accordance with the Co-ordinated Admissions Scheme of the local authority in which the parents live (the home LA). Parents should refer to the home LA's booklet for information on how to express their preference. In the case of Oxfordshire, the information is contained in the 'Starting School' booklet or on the Oxfordshire CC website.

Decisions on which children are to be offered places will be made by the Admissions Committee of the Governing Body and are processed by the home LA in accordance with the Co-ordinated Admissions Scheme. Offers of a place will be made on the date given in the home LA's booklet.

St Michael's CE Aided Primary School is part of the in year admission scheme for Oxfordshire. Therefore in year applications during the academic year 2015-2016 i.e. those for places in Years 1-6 or for places in the Reception Year once

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the school year 2015-16 has started, will be processed through Oxfordshire County Council.

At our school, pupils are offered a place in the Reception year at the beginning of the academic or school year in which they reach their fifth birthday. We welcome all children, without reference to ability or aptitude. Parents (see Note 1) whose children were born between 1 September 2010 and 31 August 2011 may apply for them to be admitted to the Reception Year in September 2015. Our policy is not to offer admission in September 2015 to children who were born on or after 1 September 2011.

Parents of children younger than five have the right to delay entry to the school until no later than the term (beginning in September, January or April) after the child's fifth birthday (when the child reaches compulsory school age). This must be within the same academic year. In other words, parents cannot defer entry until September 2016 for a child whose fifth birthday falls between 1 April 2016 and 31 August 2016. If the child has not been admitted to the Reception Year in the school year 2015/2016, a separate application must be made in summer 2016 for a Year 1 place in September 2016. In almost all cases, the Year 1 group will have no available places as it will be full with children transferring from the 2015/2016 Reception Year.

Until the child reaches compulsory school age, parents also have the right to request that s/he attends part-time. In such cases, detailed arrangements must be discussed with the head teacher.

In the event of there being a greater demand for admission than there are places available children with a Statement of Educational Need naming St. Michael's CE Aided Primary School will always be admitted. For admissions other than those in the main admissions round, the school participates in the Oxfordshire CC Fair Access Protocol, details of which can be found on the Oxfordshire CC website.

Once places have been offered to these children, the following criteria will be applied in the order set out below:

1. Looked After Children (see Note 2) and children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

2. A child with exceptional medical needs or social circumstances that mean that St Michael's would be the most appropriate school for the child (see Note 4)
3. A child with a normal home address (see Note 3) in the catchment area (see Appendix 1), **and** with a sibling (see Note 5) on the roll of the school at the time of application and who is expected still to be in attendance at the time of entry to the school
4. A child with a normal home address (see Note 3) in the catchment area (see Appendix 1)
5. A child with a normal home address (see Note 3) outside the catchment area (see Appendix 1), **and** with a sibling (see Note 5) on the roll of the school at the time of application and who is expected still to be in attendance at the time of entry to the school
6. Children with a normal home address (see Note 3) outside the catchment area (see Appendix 1)

Proximity of the child's home, as measured by the shortest designated public route as defined on the Directorate for Children, Young People and Families Geographic Information System, with those living closest to the school being accorded the higher priority will serve to differentiate between children in criteria 1 - 6. In the unlikely event of a case where the measurement of the distance "tie break" produces an identical measurement for two or more applicants, and there are too few places to offer all these children the school will use "random allocation" in the presence of an independent observer to determine who will be offered the place.

The Governors reserve the right to withdraw the offer of a place either when it is found to have been offered on the basis of a fraudulent or intentionally misleading application, for example a false claim to living in the area, or where a parent has not accepted the offered place within the time specified.

Oxfordshire CC keeps a "continued interest" list of those children whose parents wish them to attend the school but who have not been allocated a place. The criteria for the "continued interest" list are the same as those for admission. No account is taken of the time on the "continued interest" list. This list is kept for the academic year when the child would be in the Reception Class. The LA periodically checks with parents that they still wish their child to be kept on the

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"continued interest" list. Placing a child's name on the "continued interest" list does not affect the parents' right of appeal. The "continued interest" list, for this round of admissions, closes on 31<sup>st</sup> July 2016.

Applications for a place in the Reception Class are only considered once in each academic year. The Governing Body will not reconsider applications in the same academic year unless there is a major change in circumstances (eg change of address). For applications to year groups outside the child's normal year group see Note 6.

If the school is full and a child has been refused a place, the parents will be told the grounds on which the refusal has been based and that they have a statutory right of appeal (an appeal form will be sent with the letter of refusal of a place). The appeal form must be returned to the Chair of Governors c/o the school within 20 school days of receipt. The Chair will forward the appeal form to the Schools Department of the Diocese of Oxford, who will set up an independent Appeal Panel.

For the academic year 2013 / 2014, 30 places were allocated for the Reception class according to the following criteria:

Category	Criteria	Applicants	Places allocated
1.	Looked after Children (see Note 2) and children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.	1	1
2.	Child with a normal home address in catchment area <b>and</b> with sibling already in attendance	9	9
3.	Child with normal home address in catchment area	35	20
4	Child with normal home address outside catchment area <b>and</b> with sibling in attendance	0	0
5	Child with normal home address outside catchment area but with exceptional medical needs or social circumstances that mean that St Michael's would be the most appropriate school for the child	0	0

6	Child with normal home address outside catchment area	73	0
	Total applications and places allocated	118	30

Our Admissions Policy is closely linked to our Equal Opportunities, Race Equality and Special Needs Policies. Copies of these are available from the School Office.

The school has made its best efforts to ensure that this policy complies with current Government legislation / the Admissions Code 2012.

Note 1: by parent, we mean either/ both natural parents; any other person who, although not a natural parent, has parental responsibility for or is the legal guardian of the child. If you are in any doubt, please contact the Chair of Governors for advice.

Note 2: By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Adoption orders come under the terms of the Adoption and Children Act 2002, Section 46. A 'residence order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, residence or special guardianship order).

Note 3: by normal home address, we mean your child's home address. This is your child's permanent address at the time you make your application for a place. It is where you and your child live. We regard a child's home address to be where he or she spends the majority of term-time school nights (Sunday night to Thursday night). We may ask to see official documentation such as a child benefit book or medical card if there are 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, you need to tell us this on the application form. If you do not declare any arrangements like this or use a relative's address for your application, we may consider that you have made a false declaration and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address. The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the Electoral Roll or a recent utilities or Council Tax bill, confirming your name and address. If you are moving into the catchment Updated in line with the Admissions Code 2014

area, we will ask for evidence of your move before considering any application for a place. We need to know that you will be resident in the catchment area on September 1<sup>st</sup> 2015. If you move later we will still need to see evidence before considering an application. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house, or a formal lease agreement.

Note 4: The Governing Body reserves the right to seek further information about a child with a normal home address (see Note 3 ) outside the catchment area but with exceptional medical needs or social circumstances that mean that St Michael's would be the most appropriate school for the child (e.g. a letter from a registered health professional such as a doctor or social worker). This must set out the particular reasons why the school is the most suitable one and the difficulties that would be caused if the child had to attend another school. Following receipt of this information the governors will assess this objectively and a decision will be made.

Note 5: 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 school place is sought is living in the same family unit at the same address as that sibling. Should the admissions number reach 29 and the next child is from a multiple birth and living at the same address, the Admission Authority will admit the child / children as an exception and these children will remain an 'excepted pupil' for the time they are in an infant class or until numbers fall back to the class size limit.

Note 6: 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. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.

**For further information please contact:**

**John Forty**

**Chair of Governors**

**St. Michael's CE Aided Primary School**

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Updated in line with the Admissions Code 2014

This policy is reviewed annually by the Governing Body.

	Diocese of Oxford	Governing Body
Policy approved by	January 2010	June 2010
	January 2011	June 2011
	November 2011	March 2012
	October 2012	March 2013
	October 2013	March 2014
		Updated March 2015

## **Appendix 1            The Catchment Area of St. Michael's CE Aided School**

(Please contact the LA for a map showing the location of the following roads)

Alan Bullock Close	John Garne Way
Bath Street	Little Brewery Street
Boulter Street	London Place
Caroline Street	Lynn Close
Cave Street	Marston Court
Cherwell Street	Marston Road        1 to 451 odds 2 - 448 evens
Croft Close	Mary Price Close
Croft Road	Moody Road
Crotch Crescent	Nicholson Road
Dudley Gardens	Parry Close
Edgeway Road	Peacock Road
Farmer Place	Pensons Gardens
Ferry Lane	Phelps Place

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	Prichard Road
Ferry Road	Purcell Road
Feilden Grove	St. Clements Street 9 - 76 consecutive
Goodson Walk	Stainer Place
Hadow Road	Taverner Place
Harberton Mead (13 - 23 14 - 22)	Weldon Road
Harpsichord Place	Westrup Close
Hayes Close	William Street
Headington Road (The following addresses only)	
Lower Lodge, Headington Road	
Dairy Lodge, Headington Road	
Oxford Brookes University, Headington Hill Campus	
Heather Place	Wilson Place
Hugh Allen Crescent	York Place
Jack Straws Lane 1 - 25	(Odd numbers)

## APPENDIX 2

### School Admissions Code December 2014

The DfE issued new guidance in December 2014 and this has now been included in the Admissions Code. As a result changes must be applied to our previously agreed and published Admissions Policies for 2014/15 and 2015 /16. These changes are summarised below:

**1. Summer born children entering infant or primary schools' reception classes** *(Replaces paragraph 3 on page 2)*

Parents of a child whose fifth birthday falls between 1 September 2015 and 31 March 2016 may request that their child is not admitted until later in the school year 2015/16 (no later than the term beginning September, January, April after the child's fifth birthday, when s/he reaches compulsory school age). The school 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 school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2016 and 31 August 2016 (summer-born children), parents who do not wish them to start school in school year 2015-16, but to be admitted to the Reception Year in September 2016, should proceed as follows. They should apply at the usual time for a place in September 2015 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2016. NB parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher 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 2016) for a Reception place in September 2016. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2015 (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 2016 for a Year 1 place in September 2016. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2015-16 Reception Year group.

**2. Looked After Children** *(Replaces criteria 1 on page 2)*

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (See Note 2)

*(Replaces note 2 on page 5)*

Note 2 By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

**3. Education, Health and Care Plans** *(Replaces the first sentence of paragraph 4 on page 2)*

In the event of there being a greater demand for admission than there are places available children with a Statement of Educational Need or with an Education, Health and Care (EHC) plan naming St. Michael's CE Aided Primary School will always be admitted.

**4. Requests for places outside a normal age group** *(Replaces Note 6 on page 6)*

Note 6: 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. 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 interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors will ask relevant professionals for their opinion on the case. 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.

