

## St. Michael's CE Aided Primary School

### Admissions Policy for the Academic Year 2018-19

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 2018-19. 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.

Parents (see Note 1) wishing to apply for the Reception Year in September 2018 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2018. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 16 April 2018.

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 published by the LA.

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 2018-2019 i.e. those for places in Years 1-6 or for places in the Reception Year once the school year 2018-19 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 2013 and 31 August 2014 may apply for them to be admitted to the Reception Year in September 2018. Our policy is not to offer admission in September 2018 to children who were born on or after 1 September 2014.

Parents of a child whose fifth birthday falls between 1 September 2018 and 31 March 2019 may request that their child is not admitted until later in the school year 2018-19 (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 2019 and 31 August 2019 (summer-born children), parents who do not wish them to start school in school year 2018-19, but to be admitted to the Reception Year in September 2019, should proceed as follows. They should apply at the usual time for a place in September 2018 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2019. 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 2019) for a Reception place in September 2019. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2018 (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 2019 for a Year 1 place in September 2019. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2018-19 Reception Year group.

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 or with an Education, Health and Care (EHC) plan 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 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)

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), **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 for street names and map of the area)
5. A child with a normal home address (see Note 3) outside the catchment area (see Appendix), **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)

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 "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 2019.

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 can be collected from the school or a parent can ask for the form to be posted to them). 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 2016-2017, 30 places were allocated for the Reception class according to the following criteria:

| Category | Criteria  | Applicants | Places allocated |
|----------|---|------------|------------------|
|          | Children with a Statement of Educational Need or with an Education, Health and Care (EHC) plan  | 1          | 1*               |
| 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. | 0          | 0                |
| 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)                                | 0          | 0                |
| 3.       | Child with a normal home address in catchment area <b>and</b> with sibling already in attendance  | 11         | 11               |
| 4.       | Child with normal home address in catchment area  | 38         | 18               |
| 5.       | Child with normal home address outside catchment area <b>and</b> with sibling in attendance   | 2          | 0                |
| 6.       | Child with normal home address outside catchment area   | 43         | 0                |
|          | Total applications and places allocated   | 95         | 30               |

\* Not taken up, as child went to another school

Our Admissions Policy is closely linked to our Equality Policy and Special Needs Policies. Copies of these are available from the School Office or on the school website: [www.st-michaels-oxf.oxon.sch.uk](http://www.st-michaels-oxf.oxon.sch.uk)

The school has made its best efforts to ensure that this policy complies with current Government legislation / the Admissions Code 2014.

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. 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).

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 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> 2018. 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 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, 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.

**For further information please contact:**

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This policy is reviewed annually by the Governing Body.

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|--------------------|-------------------|----------------|
|                    | Diocese of Oxford | Governing Body |
| Policy approved by | December 2016     | January 2017   |

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

Please follow the link below for a map of the school catchment area:

[https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/children\\_educationandfamilies/educationandlearning/schools/catchmentmaps/3216\\_all.pdf](https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/children_educationandfamilies/educationandlearning/schools/catchmentmaps/3216_all.pdf)

|  |   |
|--|---|
| Alan Bullock Close<br>Bath Street<br>Boulter Street<br>Caroline Street<br>Cave Street<br>Cherwell Street<br>Croft Close<br>Croft Road<br>Crotch Crescent<br>Dudley Gardens<br>Edgeway Road<br>Farmer Place<br>Ferry Lane<br>Ferry Road<br>Feilden Grove<br>Goodson Walk<br>Hadow Road<br>Harberton Mead: 13 – 23 odds and 14 - 22 evens<br>Harpsichord Place<br>Hayes Close<br>Headington Road (The following addresses only)<br>- Lower Lodge, Headington Road<br>- Dairy Lodge, Headington Road<br>- Oxford Brookes University, Headington Hill Campus<br>Heather Place<br>Hugh Allen Crescent | Jack Straws Lane: 1 – 25 odd numbers<br>John Garne Way<br>Little Brewery Street<br>London Place<br>Lynn Close<br>Marston Court<br>Marston Road: 1 to 451 odds; 2 – 448 evens<br>Mary Price Close<br>McCabe Place<br>Moody Road<br>Nicholson Road<br>Parry Close<br>Peacock Road<br>Pensons Gardens<br>Phelps Place<br>Prichard Road<br>Purcell Road<br>St. Clements Street: 9 – 76 consecutive<br>Stainer Place<br>Taverner Place<br>Weldon Road<br>Westrup Close<br>William Street<br>Wilson Place<br>York Place |
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