

Love Determination Responsibility Respect Kindness Friendship Honesty



Admissions Policy for the Academic Year 2024-25

This policy is reviewed annually by the Governing Body

Updated November 2022

Signed

Head Teacher:

Rosalind Owen

Chair of Governors:

A handwritten signature in black ink, consisting of a large, stylized initial 'R' followed by several horizontal strokes.

Date Adopted: 8 December 2022

St Michael's C of E Aided Primary School has a distinctive Christian ethos which is at the centre of school life. Everything we do is shaped by our core Christian values of Love, Determination, Responsibility, Respect, Kindness, Friendship and Honesty. We aim to provide a caring and supportive environment that provides our children with strong foundations from which a lifelong love of learning will grow. We are an inclusive school and we welcome applications from all members of the community without reference to ability or aptitude, and irrespective of adherence to the Christian faith, another faith or no faith, but we do ask our families to respect the Christian ethos of our school.

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities.

Admission arrangements to the Reception Year in September 2024

St Michael's is a voluntary aided Church of England school, and as such, the governing body is the admissions authority and therefore responsible for setting its own admissions policy and making the decisions about applications for places at the school. St Michael's is part of Oxfordshire County Council's (OCC) Co-ordinated Admissions Scheme. All applications for places at the school must be made using OCC's application process and the official offer of a place will be made by OCC acting on behalf of the Governing Body.

Decisions about which children are to be offered places will be made by the Admissions Committee of the Governing Body and based strictly on the rules set out in this policy.

At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents (see Note 1) whose children were born between 1 September 2019 and 31 August 2020 may apply for them to be admitted to the Reception Year in September 2024. There are 30 (the published admission number or PAN) places available.

Parents of a child whose fifth birthday falls between 1 September 2024 and 31 March 2025 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2024-25), 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 2025 and 31 August 2025 (summer born children) who do not reach compulsory school age until September 2025, parents who do not wish them to start school in school year 2024-25 but to be admitted to the Reception Year in September 2025, should proceed as follows: they should apply at the usual time for a place in September 2024 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2025. NB parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. The school will consider the request carefully and, if it is agreed, this should be clear before the national offer day (17 April 2024), their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than 15 January 2025) for a Reception place in September 2025. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2024 (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 of the summer term 2025 for a Year 1 place in September 2025. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2024-25 Reception Year group. NB Agreement by the school

in 2024 to defer does not guarantee a place in September 2025 – the normal over-subscription criteria apply.

Until the child reaches compulsory school age, they may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the head teacher.

Parents (see Note 1) wishing to apply for the Reception Year in September 2024 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 2024. 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 17 April 2024.

Over-subscription criteria

Children with an Education, Health and Care plan (EHC) naming St. Michael's C of E Aided Primary School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (See Note 2)
2. Families who have exceptional medical or social needs that make it essential that their child attends St Michael's C of E Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (see Note 3)
3. Children with a normal home address (see Note 4) in the catchment area (see Appendix for street names and map of the area), and with a sibling (see Note 5) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
4. Children with a normal home address (see Note 4) in the catchment area. (see Appendix for street names and map of the area.)
5. Children with a normal home address (see Note 4) outside the catchment area (see Appendix for street names and map of the area), and with a sibling (see Note 5) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
6. All other children.

Proximity of the child's home, as measured by the straight line distance (see note 6) between the home and the school, with those living closest to the school being accorded the higher priority, will serve to differentiate between children in criteria 1 – 6 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered a place. The process will be conducted in the presence of a person independent of the school.

All other Admissions

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have 30 places and you can contact the school to see if we have any places available. St Michael's is part of OCC's Determined In-Year Transfer Scheme and all applications must be made through their in-year transfer process.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-6 above) a place will be offered.

In-year admissions or admissions at the beginning of the school years other than Reception will only be considered by the Governing Body up to half a term (using the three-term year) in advance of the desired date of entry. For example, for entry in January, the application will not be considered until after the October half term break.

If parents are moving house, the school will ask for evidence of the move, when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement in which case we would require proof.

Admissions outside the normal age range

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 child's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may 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 to appeal.

Continued Interest List

Where a requested place in Reception could not be offered, parents are able to place their child's name on the Continued Interest List kept by OCC. Children living in Oxfordshire are not automatically placed on the Continued Interest List for any school. Parents must complete a Continued Interest List request form if they want their child's name added to a list. 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. OCC 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 30 June 2025.

Multiple Births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all children in the case of other multiple births) even if this means exceeding the agreed admission number of 30 for Reception 2024-25 or 30 places in other year groups.

Fair Access

St Michael's participates in OCC's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the continued interest list or any other waiting list.

Appeals

There are established arrangements for appeals against non-admission. As a Voluntary Aided Church of England School, St Michael's uses the independent appeals service offered by the Diocese of Oxford. Details of how to appeal are available from school, including an appeal form and the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Admissions in September 2022

For the academic year 2022-2023, the school received 85 applications expressing a preference for admission to the Reception Year in 2022 by the closing date in January 2022. These were ranked as follows:

Children with statements or EHC plans naming the school	
Criterion 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.
Criterion 2	Families who have exceptional medical or social needs that make it essential that their child attends St Michael's C of E Primary School rather than any other.
Criterion 3	Child with a normal home address in catchment area and with sibling already in attendance
Criterion 4	Child with normal home address in catchment area
Criterion 5	Child with normal home address outside catchment area and with sibling in attendance
Criterion 6	Child with normal home address outside catchment area

30 places were allocated, with the cut-off coming under criterion 5 at a distance of 1.881 miles

Notes

Note 1: "Parent" is defined in law (The Education Act 1996) as either:

- a) any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- b) any person who has care of the child or young person.

If you are in any doubt, please contact the school 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. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one setting 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). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole aim or main purpose is to benefit society.

Note 3: When applying under criterion 2 (**exceptional medical or social needs**), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring St Michael’s C of E Primary School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child’s or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 4: By **normal home address**, we mean your child’s home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child’s parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgement about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with their GP
- any other evidence the parents may supply to verify the position

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living

at the address given on the application form, the school may seek further evidence. The school works closely with OCC to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim of living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where they sleep for the majority of the school week (Monday to Friday). We may also 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 their parents' address. For example, if they are resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, when considering any application for a place under the coordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. If the application is accompanied by an official letter that declares the relocation date, and if there is place available, it will be offered even though there is not an intended address or the family is not yet living in the area.

Note 5: By **sibling** we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/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. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 6: The **straight-line distance** used to determine proximity of the home to the school is measured on behalf of the school by OCC. The start point of the measurement will be the geographical placement of the address (address point using the Easting/Northing British Coordinate system) as available to OCC from information compiled from Royal Mail and/or district or city councils. This placement is accurate to 10 centimetres. The end point of the measurement is the location of St Michael's C of E Primary School. The calculation of the distance will be made in metres using a Pythagoras calculation. This calculation will be converted into miles by dividing the distance by 1609.344 to achieve a distance in miles accurate to three decimal places.

Parents who are considering St Michael's are very welcome to visit the school.

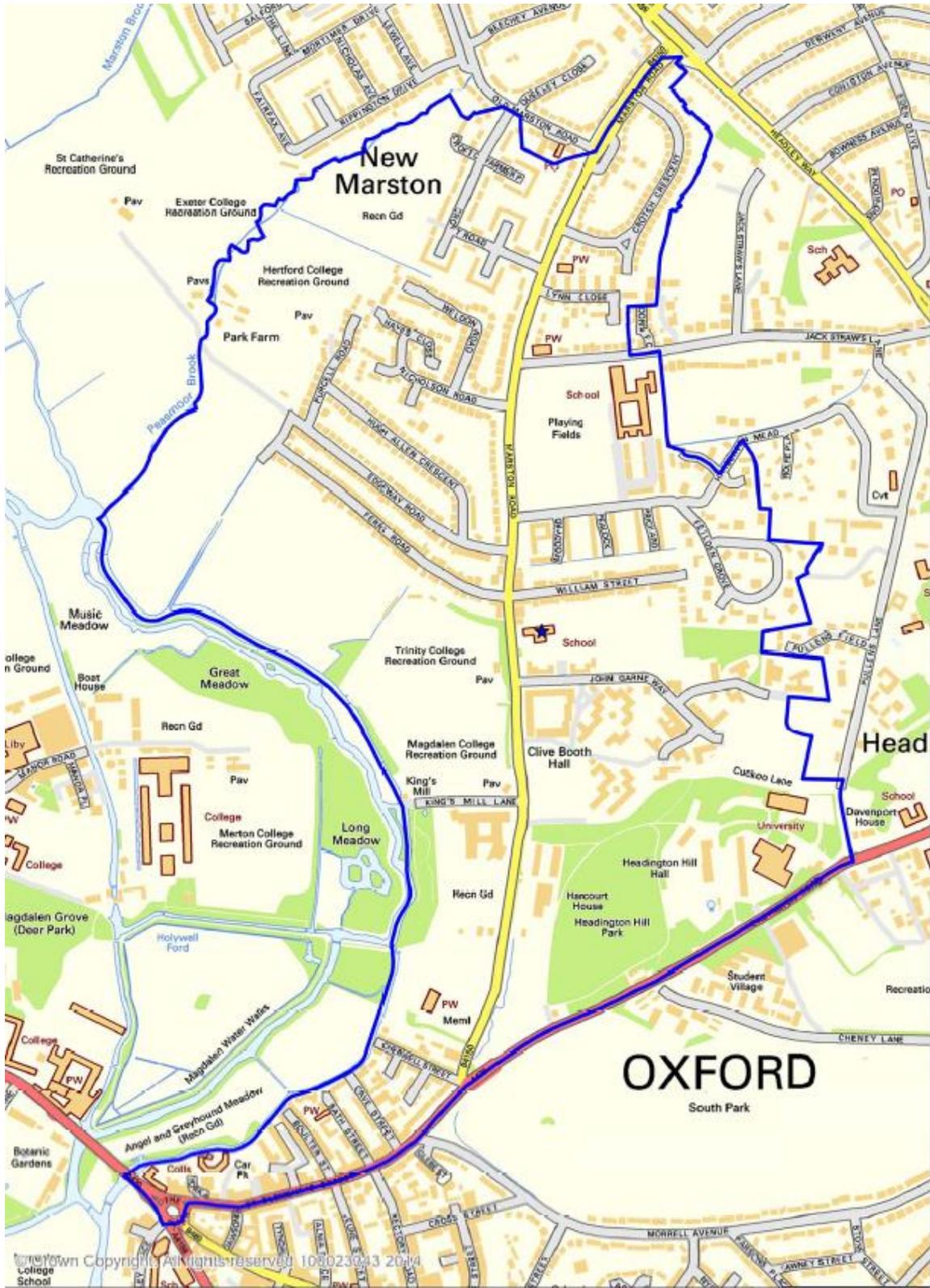
For further information and to arrange to visit the school, please contact the school office:

St. Michael's C of E Aided Primary School
Marston Road
Oxford OX3 0EJ

Tel: 01865 241476

Email: office.3216@st-michaels-oxf.oxon.sch.uk

Appendix: The Catchment Area of St. Michael's C of E Aided Primary School



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