

St. Michael's Church of England Primary School
Green Lane
Bolton
BL3 2PL



Admissions Policy 2019

St Michael's Church of England Primary School is a Voluntary Aided school. The Governing Body is the admission authority for the school, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Bolton Council (the Local Authority) and the school liaises with the Local Authority and Manchester Diocesan Board of Education on admissions issues.

All applicants for a place in the Reception Year must complete the Common Application Form (CAF) available from the local authority.

Admission arrangements

The school's published admission number (PAN) agreed for admission to the Reception Year is 60. If no more than 60 applications are received for admission to the Reception Year, all applicants will be offered places.

The school will admit all children having a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement or EHCP the school is named.

If, after the admission of pupils with a statement of special educational needs or an EHCP in which the school is named, there are more applications than the number of places remaining available, the following oversubscription criteria will be applied, in the order shown, to determine priority for admission:

Admission oversubscription criteria:

1. Looked after children and previously looked after children. (A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Children who attend, with an adult family member, a Christian* church for public worship for at least 12 services in the year prior to the date of application. Evidence of attendance will be required in writing from a member of the clergy or Church officer. This evidence must be submitted to the school at the time of application for a school place and by no later than the closing date set by the local authority for the return of the CAF

(*A Christian church is defined as a church in membership of Churches Together in Britain and Ireland. *(A list of churches in membership of Churches Together in Britain and Ireland can be found at www.ctbi.org.uk)*

3. Brothers and sisters of children already attending St Michael's CEP School at the time of application and the time of admission. This will include full brothers and sisters, and foster, adopted, step and half brothers or sisters living at the same address.
4. Children in receipt of the early years pupil premium, pupil premium or service premium who are in the Nursery class which is part of St Michael's CEP School.
5. Children who have exceptional medical or social reasons and should therefore attend St Michael's CEP in preference to another school. Professional supporting evidence in writing (eg from a doctor, psychologist or social worker) is required for this criteria to be applied. This evidence must say why the child should attend St Michael's CEP rather than any other school.
6. Any other children, with the highest priority given to those living closest to the school, on the basis of the shortest walking route. The shortest walking distance will be that determined by the Local Authority.

Tie-breaker

Where the number of applicants in any category exceeds the number of places remaining available, the highest priority will be given to those living closest to the school, on the basis of the shortest walking route. The shortest walking route will be that determined by the Local Authority. If two (or more) applicants for the final remaining place have equal priority under the criteria and live the same walking route distance from the school, random allocation will be used as the final tie-breaker. The random allocation process will be supervised by someone independent of the school.

Children from multiple births (Twins, triplets etc)

Infant classes must not contain more than 30 pupils with a single school teacher. Additional children may only be admitted under limited exceptional circumstances. Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the infant class requirement if it is possible to do so.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the autumn term only (31 December).

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 will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

A leaflet explaining the appeal procedure is obtainable from the School Admission, Bolton Council

Deferred Admissions

Children are entitled to a full time place in school in the September following their fourth birthday.

Once they have been offered a place at the school, the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Requests for Admission Outside The Child's Normal Age Group

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Head teacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governing body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided about

the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The governing body will also take into account the views of the Head teacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

Where the governing body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governing body will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The governing body will not give the application lower or higher priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

In-year admissions/admissions to other year groups

Applications for admission to Reception outside the normal admissions round, or applications for admission to other year groups, should be made to the school.

Nursery class

For admission to the nursery class, please refer to the separate nursery admissions policy, available from the school. Please note that a separate application must be made for any child wishing to transfer from the nursery class to the Reception Year at the school.

Please note:

Due to building and fire safety regulations within our Upper Key Stage 2 classrooms, it is essential that class sizes do not exceed 30 throughout the school.