

## **ADMISSIONS POLICY for the academic year 2018-19 (applicable for entry to all year groups)**

St Michael's Church of England school has a distinctive Christian ethos which is at the heart of this school and provides an inclusive, caring and supportive environment in which children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community including children of practising Christian families and also those of other faiths and none, where they live locally to the school. We aim to offer a Christian education and expect that parents/carers applying for places for their child(ren) will accept and uphold the Christian character and ethos of the school.

The number of children who will be admitted to Reception and Years 1-6 will be 30.

### ***Application Arrangements***

*St Michael's school is part of the pan-London co-ordinated admissions scheme and timescales for applications to be received are established by and applicable to all London authorities. Parents must apply online via the applicant's home local authority at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) by 15<sup>th</sup> January 2018. Parents who wish to apply for a place at this school, must name it as one of their preferences when they complete the online application. Parents applying for a Foundation place must also complete the school's Supplementary Form and arrange for their priest/minister to countersign it and then return it directly to the school by 15<sup>th</sup> January 2018. Failure to return the supplementary form will mean that the Governors cannot consider the application under the Foundation (Church) criteria, in which case the application will be considered under the Community/Open place criteria.*

### **Oversubscription Criteria**

*(see notes below for definitions)*

**Category 1 – Foundation (Church) places** - the Governors have allocated 15 (fifteen) places to be offered to pupils whose parent/carer is a full and frequent attender (see note 1) at an Anglican or other Christian church (see note 2). If this category is oversubscribed, 15 places will be allocated to applicants who fulfil the requirement for a foundation (church) place according to the following criteria. These are stated in order of priority:

- 1.a                      Looked after children or previously looked after children(see note 3)
- 1.b                      Children with an exceptional and professionally supported medical or social need for a place at this school (see note 4).
- 1.c                      Children whose parent(s) are full and frequent attenders (see note 1) of the parish churches of Forest Hill St George with Lower Sydenham St Michael and All Angels.
- 1.d                      Children whose parent(s) are full and frequent attenders (see note 1) of any Anglican church and who live within 1.61km of the school.
- 1.e                      Children whose parent(s) are full and frequent attenders (see note 1) of other Christian churches (see note 2) and who live within 1.61km of the school

If there are less than 15 qualified applicants for foundation places, any unfilled places will become additional open places. Unsuccessful qualified applicants for foundation places will be considered for any open places remaining unfilled at the end of the allocation procedure.

**Category 2 – Community/Open places** – the Governors have allocated 15 (fifteen) places each year as open places, to be offered to pupils who do not qualify for a foundation place, but whose parents have chosen the school for the type of education it provides. Parents applying for an open place do so knowing that the school aims to provide an education based on Christian principles and, therefore, the Governing Body hopes that all pupils will take part in the Christian worship of the school and attend religious education lessons. If there are more than 15 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

- 2.a Looked after children or previously looked after children (*see note 3*).
- 2.b Children with an exceptional and professionally supported medical or social need for a place at this school (*see note 4*).
- 2.c Children with a sibling who will be attending St Michael's school at the date of admission (*see note 5*).
- 2.d Children who live nearest to the school measured in a straight line (*see note 6*).

### **Notes**

1. **Full and frequent attender** – is defined as children with a parent/carer who has attended Church worship at least once a month over the year (i.e. 12 months) preceding the application. Higher priority will be given to those who attend more frequently. If a parent/carer has moved church within the last year a second supplementary form will be required to be completed, countersigned by the priest/minister of the previous church clearly showing the date of moving.
2. **A Christian Church** – is defined as one that is a full member of a local Churches Together Group, Churches Together in England or The Evangelical Alliance.
3. **Looked after children or previously looked after children** – Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.
4. **Exceptional medical or social needs** - If an application is made citing 'exceptional medical or social reasons', the claim must be supported with professional evidence. The Governors require a letter from a hospital consultant if there is a medical reason or a social worker if there is a social reason for the claim (or provide a letter from a professional of equivalent standing). The letter must clearly state why St Michael's school is the only school able to meet the child's specific needs and the difficulties that would be caused if

the child had to attend another school. Each case will be considered on its individual merits.

5. **Sibling** – is defined as a full, half or step brother or sister or adoptive or (local authority placed) foster brother or sister permanently living in the same household.
6. **Nearest to school** – all distances will be measured to a central nodal point in the school premises, using digitised mapping software of the area, from a nodal point in the applicant's permanent home address.

## **Definitions**

**Parents** – includes legal guardians and applies to either or both parents or a single carer. Where only one parent satisfies a criterion the application will be treated equally with those where the requirement is met by two parents.

**Home** – If a child regularly lives at more than one address, the main address for admissions purposes shall be the address of the person with 'parental responsibility' and who receives child benefit and child tax credit.

### **Tie Breaker –**

In the event of over-subscription and applicants having equal priority for a place in the Community/Open Category, the deciding factor shall be the applicant who lives nearest to school (see note 6).

In the event of over-subscription and applicants having equal priority for a place in any Foundation Category, priority will be determined first by sibling, secondly by frequency of attendance and finally by distance.

Where more than one applicant lives in a multi-occupancy building (e.g. flats, tower blocks, etc.) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically. Where two or more applicants live equidistant from the school and there are insufficient places, the governors will draw lots to determine who is offered a place.

**Deferred entry** - The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (i.e. when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until the child reaches compulsory school age. Parents/carers who have been offered a place at the School and wish to defer entry for their child and/or attend part-time must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

**Out of the normal age group applications** – Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school

Parents must consider the implications of a deferred transfer as primary/secondary schools are not required to continue to keep the child out of year group and may decide to later educate the child in the correct year.

**Fair Access** - The school is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admissions number.

**Special Education Needs** - Parents of pupils who have a statement of special educational needs, or Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHC Plan, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement or EHC Plan names the School.

**Late applications** - Applications received after the published closing date will still be considered but only after all applications submitted on time have been considered.

### **Right of Appeal**

There is a right of appeal to an independent panel against the decision of the Governing body not to offer a place. Parents wishing to exercise this right should obtain an appeal form from the school (or the Clerk to the Governors). Appeals must be received within 20 school days of receipt of the letter notifying refusal of a place. All appeals will be appropriately considered as soon as possible and within the local authority published timescales.

For infant class size appeals, including reception appeals, the panel can only uphold the appeal where it is satisfied either:

1. That the child would have been offered a place if the admission arrangements had been properly implemented or that the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards and Framework Act 1998; and/or
2. That the decision to refuse admission was not one which a reasonable admissions authority would make in the circumstances of the case.

The legislation requires admission authorities to limit the size of all infant classes to a maximum of 30 children.

### **Waiting List and In-Year Admissions**

The School operates a waiting list which is ordered in accordance with the admissions criteria. The waiting list is held until the end of the academic year (i.e. 31<sup>st</sup> August). Parents may request in writing to join the waiting list. If an application is received and a child is added to the waiting list, the list will be re-ranked in accordance with the oversubscription criteria. Parents will need to complete an 'In-year Common Application Form' (ICAF) and return it to the Schools Admission Team at Lewisham Council.

# Supplementary Admission Form for St Michael's Church of England School

St Michael's CE School



Champion Road,  
Sydenham  
London SE26 4HH  
020 8778 8407

If you regularly attend a local church and are applying for a church/foundation place at this school, please ask your parish priest/vicar, minister or pastor to complete this form. This form is in addition to the online application which must be completed with the Local Authority

Please give your priest/minister/pastor a stamped envelope, addressed to the school so that he/she can return the form to us – **all forms must be returned by 12 noon on 15<sup>th</sup> January 2018.**

## Section A – (to be completed by the parent/legal guardian)

*Please provide all requested information in BLOCK CAPITALS*

|  |                   |
|--|-------------------|
| Child's first name(s) .....  | Male/Female ..... |
| Child's surname .....  |                   |
| Child's date of birth ..... Year group/class for which you are applying .....                          |                   |
| Parent(s) / Legal guardians' name(s).....  |                   |
| Address .....  |                   |
| .....  |                   |
| Telephone number .....   |                   |
| Name of your church .....  |                   |
| If this is not an Anglican Church please state the denomination to which your church belongs:<br>..... |                   |
| Name of priest/minister/pastor .....   |                   |
| Address .....  |                   |
| ..... Post Code.....   |                   |
| Telephone Number .....   |                   |

**Section B** – (to be completed by the parish priest, minister or pastor of your local church or the church you attend. After completion, the priest/minister/pastor should send the form directly to the school.)

Note for clergy:

*We try to carry out the difficult task of applying the oversubscription criteria with as much fairness and understanding as we can and appreciate your help. We would ask that you complete the questions below as fully as possible. Please would you then send the form directly to the Head Teacher to enable the applications to be considered against the criteria set down in the School's Admissions Policy.*

**TO BE FILLED IN BY PARISH PRIEST, MINISTER OR PASTOR**

The information that you supply will be used to help the admissions committee to decide if a place may be offered to the child named overleaf. The information is confidential, but may also be seen by the Appeals Committee as evidence in the event of an Appeal.

Please complete by ticking the appropriate boxes:

- 1 Has the applicant (parent/guardian) attended Church worship at least once a month over the last year (i.e. the preceding twelve months) Yes  No
- 2 If the applicant has attended worship more frequently than once a month, please indicate below:
- Weekly
- Fortnightly

Signature of priest/minister/pastor ..... Date .....

Please provide your telephone number (in case of queries) .....

Church stamp (if the church does not have an official stamp, please also provide a signed letterhead):

Is your church a member of a local Churches Together Group, Churches Together in England or The Evangelical Alliance?

Yes / No If yes, please state to which you are a member.

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