



St. Michael's C. E. Primary School

Admissions Policy

[Reviewed: December 2009
For admissions 2011/12]

Admissions Policy

1. Introduction

The governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. We seek to be an inclusive school, welcoming children from all backgrounds and abilities. All applications will be treated on merit, and in a sensitive manner. Up to 15 children are admitted each year to the Reception class.

2. Our Policy

St Michael's school has voluntary Aided status and, as church school, the governors determine admission arrangements. A copy of the entry regulations may be obtained from the Local Authority (LA) or from the school.

Children are entered in the September of the year of their fifth birthday, i.e. we operate a one entry system, but only if that child resides in the Bodenham catchment area. Outside catchment children can start on this basis if their designated school offers the same opportunity. Prospective parents are invited to make an appointment to visit the school and meet staff before their child begins his / her first term. Children are usually invited to spend some half-day sessions in the Reception class before starting full-time school.

3. How parents can apply for their child to be admitted to St. Michael's school

The LA's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not in itself guarantee a place at that particular school.

Applications should be made on a form which may be obtained from the LA (or the school) and should be returned by the date stipulated on that form. Parents will be notified of the decision as soon as all the applications have been considered. The only restriction placed on entry is that of number. It is our wish for parents to find a place for their child at the school of their choice. However this is not always possible, due to excess demand on the places available. If the number of children seeking admission is likely to exceed the published admission limit, preference will be given to:

- 1) Looked after Children
- 2) A child residing in the school's catchment area and who will have a brother or sister attending the school at the time of admission.
- 3) A child whose home address is within the catchment area of the school as defined by the LA (see attached map) and who request a Church (faith) place supported by the appropriate Vicar / Rector / Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 4) A child who lives within the catchment area of the school as defined by the L.A. and who has the shortest available walking route to school.
- 5) A child whose home address is outside the catchment area of the school as defined by the LA and who have a sibling at the school.

- 6) A child whose home address is outside the catchment area of the school as defined by the LA, but who are living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar / Rector / Minister
- 7) A child whose home address is outside the catchment area of the school as defined by the LA but who live nearest by the 'shortest available walking route' as defined by the LA.
- 8) A child who may have a Special Reason for admission. Parents claiming Special Reason should inform the governors in writing at the time of application.

Children in the Looked After system will be given priority in each of the oversubscription criteria above.

Places will be allocated with the priority (1) to (8) above.

Please note that

- 'Church' is taken as meaning an organised body subscribing to the doctrine of the Trinity, which is either a member of the local Christian Council / Council of Churches or affiliated to 'Christians together in England'.
- 'shortest available walking route to school' is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement. This measurement will simply be used to differentiate between candidates who fulfill these criteria in the event of oversubscription, rather than being a requirement under the criteria itself.
- 'Parents' include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address will be used for admission purposes.
- 'The Home Address' will be the address used for correspondence related to where 'Child Benefit' is paid. In cases where there is doubt of the home address, or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.
- 'sibling' is defined as:
 - A full or half brother or sister
 - A step brother or step sister
 - An adoptive brother or sister
 - Children or parents who are married or cohabiting, where the parents and children live together in the same family household.
- Attendance at the School Nursery does not of itself give any weighting in these admission criteria.

4. Admission appeals

If the school is unable to offer a place, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

If parents wish to appeal against the decision not to offer their child a place, they can do so by applying to the school in writing. An independent panel considers all such appeals, and its decision is binding by all parties concerned. If the appeal panel decides that the school should admit a pupil previously refused a place, the school will endeavour to provide the best education for all children at the school.

5. The standard number

The Standard Number is the number of children the LEA considers the school can accommodate. However the governors keep this under review and can apply to the LEA to amend this number should circumstances change.

6. Monitoring and review

This policy will be monitored by the governing body and reviewed every two years, or earlier in the light of changed circumstances, either in the school or in the local area.

7. Transfers

Bodenham falls within the catchment area for the Minster College in Leominster, which accepts pupils from the beginning of the Autumn term following their eleventh birthday. There are also church places at the Bishop of Hereford Bluecoat school, Tupsley, Hereford. Admissions on this basis have to be arranged with the Vicar of the parish at the beginning of Year 6.

Signed:

Date:

Catchment Map

