

Admissions Policy 2017-2018

Date agreed by Governors: 4 May 2016

Review date:

Governor signature: _____

Date of next Review: September 2016

General Introduction

This policy supports the work of the school in promoting its mission statement, aims and values.

Mission statement

St Michael's Church of England School endeavours to provide a happy, safe, caring and stimulating learning environment, based on Christian principles in which all members of the school community are valued as individuals and are encouraged to reach their full potential.

School aims

At St Michael's we value every member of our school community and our aims are for every child, whatever their background or circumstances, to have the support they need to:

- Develop their understanding of the value of leading a healthy lifestyle
- Work and play in a secure and safe environment in which they are encouraged to develop moral values and mutual respect
- Experience an exciting curriculum which fosters their enthusiasm, develops an enquiring mind and enables every child to achieve his/her full potential
- Access an education for life which promotes British Values that enable all learners to become effective and reliable members of the wider community
- Foster ambition and expectation to carry through to adult life

To achieve these aims all learners, staff, parents and governors will work together to promote our **core values** of peace, courage and respect.



Policy's aims and objectives

The governing body of St. Michael's Church of England Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. This policy conforms to the regulations and guidance of all of the following: The School Standards and Framework Act 1998; The School Admissions (Infant Class Sizes) (England) Regulations 2012; School Admissions Code 2014 and School Admissions Appeals Code 2102.

We are an inclusive school that welcomes children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

The Governing Body of St Michael's Church of England Primary School is the Admissions Authority.

Admissions to Year R

This policy will apply to all admissions from 1 September 2017, including in-year admissions. It will be used during 2016-17 for allocating places for September 2017 as part of the normal admission round for Year R.

The Governing Body of St Michael's Church of England Primary School is the admission authority for **The School**. The admission arrangements are determined by the Governing Body, after statutory consultation.

The Published Admission Number (PAN) for St Michael's Church of England Primary School (**The School**) is 90. The PAN is the number of places for children available in the year group above.

A guiding principle of admissions to this school is that a church school should serve its local community, defined in the trust deed of 1878. A list of roads within the school's catchment form part of this document.

The policy aims to be clear, fair and objective and to comply with all relevant legislation.

Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

The governors will admit any pupil whose education, health and care plan (previously a final statement of special educational needs) names **The School**. Where possible such children will be admitted within the PAN.

The following options are available for Reception children to start school:

- Full-time attendance (8:40 - 3:10) from the first day of the autumn term.
- Part-time attendance (8:40 - 12:00) until any point before autumn half-term and full-time from the first day after autumn half-term.
- Parents may also choose to defer their child's attendance until the term after he/she turns five years of age. This will be full-time attendance.



In exceptional circumstances, parents who feel their child would not be ready to start full time education from the above dates should contact the school to discuss their preferred arrangements with the Head Teacher. The Head Teacher will listen to individual cases and make a decision in accordance with the information provided by the parent and his/her professional judgement. The Head Teacher's decision is final.

Admissions Criteria

If **The School** is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

First priority

Children who are 'Looked After' by the Local Authority.

Second priority

Children living in the designated catchment area of the school who will have a brother or sister attending the school at the time of admission.

(see note A below)

Third priority

Children living in the designated catchment area of the school.

Fourth priority

Children living outside the designated catchment area of the school who will have a brother or sister attending the school at the time of admission.

(see note A below)

Fifth priority

Children living outside the catchment area as defined by the Local Authority and who regularly attend the church of St Michael, Poole Hill or the church of St John, Surrey Road.

(see note B below)

Sixth priority

Children living outside the catchment area of the school who live closest to the school as measured by straight-line distance.

Notes

- A. *Brothers and sisters are defined as half or full brother or sister, adoptive brother or sister and the children of parents who are married or cohabiting, where the parents and children live together in the same household.*

- B. *Applicants seeking admission under category 5 will be required to supply evidence from the Vicar of the relevant Parish of being practising members of the faith. Regular attendance is considered to be at least fortnightly demonstrated over a period of at least 12 months before the closing date set by the Local Authority for return of applications. A Supplementary Information Form is available for parents applying under that category.*



How parents can apply for their child to be admitted to our school

The Local Authority operates a timetabled co-ordinated admissions procedure for all schools and academies in line with Government legislation.

The Local Authority will manage the process on behalf of The School according to the scheme which they will publish in their Admissions Booklet for that year but it is still The Governing Body, as the Admission Authority for this school who will offer the available places in line with this policy.

The closing date for admission application forms to be received by the Local Authority will be as published in the Local Authority's Admissions Booklet for that year. Also contained in that booklet will be information on how to complete their application form on-line, dates for notification to parents of admissions decision and the closing dates for accepting places or lodging appeals. In case of any doubt on these dates, please contact the Local Authority or The School.

Tie-breaker

If The School is oversubscribed from within any of the above criteria or sub-criteria, straight line distance will be used to prioritise applications; applicants living nearer The School have priority. If distances are equal (for example within a block of flats) lots will be drawn by a person independent of The Governing Body to determine the allocation of a place.

Parents

Parents include all those people who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility for a child 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 admissions purposes.

Multiple births

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above The School's PAN.

Moving home & UK service personnel & crown servants

Places may only be offered on the basis of future moves subject to one of the following:

- a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- a tenancy agreement confirming the renting of a specific property relevant to the application;
- a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or
- in the case of UK service personnel and Crown servants, an official government letter (MOD, FCO or GCHQ) declaring a relocation date to the catchment area of The School (or to establish distance from The School).

To qualify for consideration, all evidence must be submitted at the time of application.



Warnings

Places may be withdrawn if parents give a false 'home address' on application forms.

In fairness to all parents, all allegations of fraudulent practice brought to The Governing Body's attention will be investigated. The Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application. The Governing Body may request proof of residency to prevent fraudulent practice.

Admission appeals

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children to be above the number stipulated in the PAN.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the School. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school, (details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals Code, February 2012).

Waiting List

When all available places have been allocated, The School will operate a waiting list for at least the first term of the academic year of admission. Parents should confirm with the school that their child's name is included on the list or if they want their child's name removed from the waiting list.

Any places that become available will be allocated by The Governing Body according to the criteria of the admissions policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Those children allocated a place within the In-Year Fair Access Protocol will take precedence over other children on the waiting list.

The waiting list will be reviewed and revised

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances will affect their priority;
- at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

In-Year Fair Access placements by the Local Authority

The Local Authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the Local Authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the protocol and based on legislation and government guidance. If an admission through In-Year Fair Access raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

Review

This policy will be reviewed annually with the Admissions Authority.



Roads within the catchment area for St Michael's Church of England Primary School

Albert Road
Alum Chine Road
Alumdale Road
Alumhurst Road
Arthur Close

Bath Road
Beacon Road
Beaulieu Road
Benellen Avenue, Gardens and Road
Bodorgan Road
Bourne Avenue and Close
Bournewood Drive
Bradburne Road
Braidley Road
Branksome Dene Road
Branksome Hill Road (odds 1-37 and evens 2-44 in Bournemouth)
Branksome Wood Gardens
Branksome Wood Road (odds 1-65 and evens 2-48a in Bournemouth)
Burlington Arcade
Burnaby Road

Cambridge Road
Cassel Avenue (odds 1-9, evens 2-6 in Bournemouth)
Cavendish Place and Road
Central Drive
Cheyne Gardens
Chine Crescent
Chine Crescent Road
Clarendon Road
Commercial Road
Cranborne Road
Crescent Road
Crosby Road
Cumnor Road

Dalkeith Arcade, Lane and Steps
Dean Park Crescent and Road
Denewood Road
Dorset Road
Drury Road
Durley Chine Road and Road South
Durley Gardens, Road and Road South
Durrant Road

Earle Road
East Overcliff Drive (7 and Woodbury)
Eldon Place
Elgin Road (odds 1-19, evens 2-30)
Elm Gardens
Eton Gardens
Exeter Lane
Exeter Park Road
Exeter Road

Fir Vale Road



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Gervis Place
Gervis Road (odds 45+, evens 26+)
Glenferness Avenue (odds 1-29, evens 2-40)
Glen Fern Road
Grosvenor Road
Groveley Road
Grove Road (odds 1-27, even 2, Elizabeth Court)

Hahnemann Road
Heatherbank Road
Herbert Road
Hinton Road

Ipswich Road (odds 9-15 and evens 2-14 in Bournemouth)

Kensington Drive
Kerley Road

Landseer Road
Lansdowne Crescent (consecutive 1-2)
Lansdowne Gardens and Lane
Lansdowne Road (evens)
Leven Avenue and Close
Little Forest Road
Lorne Park Road

Madeira Road
Mannington Place
Marlborough Road
McKinley Road
Merlewood Close
Meyrick Park
Meyrick Road (west side)
Milburn Close and Road
Milner Road
Mountbatten Road (odd 3 and evens 2-6a in Bournemouth)

Nelson Road (odds 1-21a in Bournemouth)
Netherhall Gardens
Norwich Avenue, Avenue West and Road

Old Christchurch Lane and Road
Orchard Street

Parsonage Road
Pembroke Road
Pine Tree Glen
Poole Hill
Poole Road (odds 1-131 and evens 2-130 in Bournemouth)
Portarlington Close and Road
Post Office Road
Prince of Wales Road
Princess Road (odds 129-139 in Bournemouth)
Priory Road
Purbeck Road

Queen's Gardens and Road



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Richmond Gardens and Hill
Richmond Hill Drive
R. L. Stevenson Avenue
Rosemount Road
Rothesay Road
Russell-Cotes Road

S^t Anthony's Road
S^t Augustin's Road
S^t Ives Gardens
S^t Michael's Lane, Place and Road
S^t Peter's Road
S^t Stephen's Road and Way
S^t Valerie Road
S^t Winifred's Road
Sandbourne Road (all except odds 19-29a in Bournemouth)
Seamoor Lane and Road
Silchester Close
Snowdon Road
Somerville Road
South View Place
Stafford Road
Studland Road
Suffolk Road and Road South
Surrey Gardens
Surrey Road (odds 1-55, evens 2-78 in Bournemouth)
Surrey Road South

Terrace Road
The Deans
The Triangle
Tregonwell Road
Trinity Road

Upper Hinton Road
Upper Norwich Road
Upper Terrace Road

Verulam Place

Walsford Road
Warren Road
Westbourne Arcade and Close
Westbourne Park Road
West Cliff Gardens and Road
Westerham Road
West Hill Place and Road
West Overcliff Drive
Westover Road
Wharfdale Road
Wimborne Road (odds 5-41, evens 4-32)
Wootton Gardens and Mount
Wychwood Close and Drive

Yelverton Road

