

## Admissions Policy 2018-2019

Date agreed by Governors: 23<sup>rd</sup> February 2017

Review date: September 2016

Date of next Review: September 2017

### 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 Primary 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 2012.

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 2018, including in-year admissions. It will be used during 2017-18 for allocating places for September 2018 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.

Every child is entitled to a full-time place in the September following their fourth birthday. A 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 it was made. Where the 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.

### Delayed Admission

Exceptionally, parents of children with birthdays between 1st April and 31st August (inclusive) may wish to consider to defer admission until the following September. In these circumstances, an application under the following year's admissions policy and procedures will be required and the admission will normally be considered for Year 1. See below for the Admission of children outside their normal age group.

It is recommended that parents considering such a request as defined above, contact The School as early as possible to ensure that an informed decision is made.

### **Notes on compulsory school age and summer born children**

*A child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted. Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age*



*on the prescribed day following his fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.*

*All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely.*

### **Admission of children outside their normal age group**

Parents who have deferred entry into Year R or of a gifted and talented child or a child who has experienced problems or missed part of a year, for example due to ill health, can request a place outside the normal age group. The Governing Body will make a decision on the basis of the circumstances of each case. Parents do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

### **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' and previously '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 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.*

### **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.

#### **Looked after children or children who were previously looked after**

This criterion provides a priority for children who are (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 (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to the academy. 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<sup>18</sup> or special guardianship order).

#### **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 using the Synergy system (currently used by the Local Authority) to calculate distance; 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.

If child benefit payments are not made or suspended then the decision on which address to be used for the child, for the purposes of admission to school only, will be based upon the address at which the child is registered at a GP surgery.

#### **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, parents wishing to remain on the waiting list must reapply, in writing, to the school

### 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

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

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

S<sup>t</sup> Anthony's Road  
S<sup>t</sup> Augustin's Road  
S<sup>t</sup> Ives Gardens  
S<sup>t</sup> Michael's Lane, Place and Road  
S<sup>t</sup> Peter's Road  
S<sup>t</sup> Stephen's Road and Way  
S<sup>t</sup> Valerie Road  
S<sup>t</sup> 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



Admissions Policy 2018-2019

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

