



Admissions Policy 2023 – 2024

The Lord says, 'For I know the plans for you...plans to give you hope and a future.'

Jeremiah 29 verse 11

Date Approved: Thursday 9th December 2021

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Signed: *Linda Guest* (Chair of Admissions Committee)

ADMISSIONS POLICY 2023 - 2024

INTRODUCTION

Vision

The Lord says, 'For I know the plans I have for you plans to give you hope and a future.' Jeremiah 29 verse 11

As an inclusive Christian school, St Michael's Church of England (Aided) Primary School values everyone as a child of God and rejoices in its diversity. Our vision is to provide a happy, loving and nurturing environment where all have the confidence to make outstanding progress and so expand and fulfil their hopes and aspirations. Our inspiring, enriched curriculum promotes a thirst for knowledge and develops wisdom.

Motto

Learning to Love – Loving to Learn

'I give you a new command; love each other. You must love each other as I have loved you.' John 13 v 34

We believe the values of faith, hope, love and joy underpin all we do at St Michael's. We value and respect the diverse cultures and faiths represented by our school and wider community. We encourage pupils to share their experiences of faith and culture for the benefit of all.

Parents considering application for a place at St. Michael's (mainstream school) or St Michael's – The Ark, are encouraged to view the school in action. Parents are encouraged to read the Local Authority (LA) "Starting School in Wolverhampton" booklet which is available online and the Operating Protocol for The Ark.

The school is part of the Inter-LA co-ordination of Primary Admissions for Wolverhampton.

Information about the school can be found in the school's prospectus and on the school website – www.stmichaelscofeprimary.co.uk, which includes details of:

- curriculum organisation and teaching methods
- arrangements for special educational needs
- an indication of National Curriculum assessment results
- attendance and rates of unauthorised absence
- statements about the school's ethos and values
- religious education and Worship
- The Ark – Social, Emotional and Mental Health SEND Unit for sixteen, 4-11 year olds

As this is an Aided school with an SEND Unit, the governors have formed an admission policy in line with Diocesan recommendations and in consultation with the local authority and DfE.

The governors are seeking to offer a Christian based education in this Church of England school to as many children as possible whose parents/guardians earnestly desire it for their children.

There is no charge or cost related to the admission of a child to a school.

St Michael's CE (A) Primary School – Mainstream Places

ADMISSION NUMBERS

The school operates an admission limit of 30 for KS1 (Infant) classes and an admission limit of 30 for KS2 (Junior) classes.

Reception children are admitted in September at the start of the academic year.

Also in September, pupils from other schools may transfer to Year 3 at St. Michael's; this is when Key Stage 1 pupils move to Key Stage 2.

STEP BY STEP PROCESS

Parents requesting a Reception place for 2023 - 2024 should complete an LA COMMON APPLICATION FORM (CAF2) online at www.wolverhampton.gov.uk/admissions.

Parents requesting a Year 3 place for September 2023 should complete an LA COMMON APPLICATION FORM (CAF3) which is issued by and returned to the Civic Centre or present school by 15 January 2023. In cases of over-subscription parents may be requested to complete a Supplementary Information Form which is available from and should be returned to school.

Parents requesting a place after the start of the academic year 2023 - 2024 should contact the Local Authority – School's Admissions and Transfers Section. In addition, if applying under category 4 (Strength of family commitment to faith) please complete a Supplementary Information Form available from the school and returnable to the school.

ALLOCATION OF PLACES

Reception places are allocated in the previous April and places are held in reserve for those pupils who are allocated places and are due to start in the following September. The date for allocations is in line with LA deadlines and parents are given this information with the LA COMMON APPLICATION FORM.

SCHOOL ENTRY

Applications for children to be admitted outside their normal age group

Summer-born children

Parents/carers of a summer-born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group – to Reception rather than Year 1. Any parent/carer wishing to make such a request must put their requests in the first instance in writing to the LA where they reside by the application deadline. Requests will be considered on an individual basis and decisions will be reached taking into account the parents'/carers' views, information 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 if it were not for being born prematurely. The view of the Headteacher of the school concerned will also be sought as part of the decision-making process. Any agreement to defer a child's admission to Reception class does not guarantee a place at the preferred school, nor does it give the child any additional priority for a place. Parents/carers are required to make a new application next year for Reception 2024 and the application will be considered alongside all other applications for that round in accordance with the criteria.

Deferred Entry

A child's parents/carers can request to defer the date at which their child, below compulsory school age, 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 first day of the summer term 2024. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age. Upon receipt of the offer of a place a parent/carer should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

In both cases, parents are strongly encouraged to discuss the situation with the headteacher.

Waiting Lists

The school notifies the local authority of names on the preliminary waiting list.

Following notification, the waiting list is maintained by the local authority and ranked in admission criteria order details of which are explained in the 'Introducing Primary Education – Starting School in Wolverhampton 2023/2024 Booklet'.

Being on a waiting list does not guarantee the offer of a place. Applications received after the closing date will be considered after all other applications and will be determined in accordance with the school's published criteria.

Applications received after 15 January 2023 will be considered as individual cases.

For children with statements of special educational need which specifies the school concerned, the school must admit such children whether they have places or not.

In-Year Admissions

An In-year admission is any entry to school other than at the normal point in Reception, for example, transferring school due to a move of house or personal reasons. Requests for places in Reception after the normal round of admissions or request for places in other Year Groups should be made directly to the City of Wolverhampton Council. Except for a child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN), applications should be made at www.wolverhampton.gov.uk/admissions following The City of Wolverhampton Council's co-ordinated in-year admissions in conjunction with St Michael's CE A() Primary School Admission Policy. All applicants must:

1. Complete the Common Application Form and return to the City of Wolverhampton Council
2. In addition, where relevant (as detailed in the oversubscription criteria) applicants must complete the Supplementary Information Form and return it direct to the Headteacher of St Michael's CE (A) Primary School.

ADMISSION APPEALS

In the event that an applicant is denied a place at the School, the parent/carer will have the right to appeal to an Independent appeal panel. Information relating to this can be found at www.wolverhampton.gov.uk/admissions. Parents are only entitled to one appeal per year group, per school, per academic year unless there is a material change of circumstances.

OVERSUBSCRIPTION

A Supplementary Information Form will be required for oversubscription point 4.

If the number of requests is greater than the school's admission limit, places will be allocated on the following basis in order of priority:

1. Children in care (Children and Young People in care and children previously classed as 'Children and Young People in care' including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted).
2. Children who are siblings of children already attending the school, at the time of admission.
3. Children with medical or social reasons which make it preferable to attend this school rather than any other. Such requests must be supported by a report, obtained by the parents from an appropriate professional source justifying the grounds for such an application.
4. The strength of the family commitment to their particular faith as demonstrated on the Supplementary Information Form (Appendix A). This will be measured by
 - number of years the family has been worshipping
 - frequency of visits to the place of worship
 - involvement in the activities of the place of worship

Supplementary Information Form will be graded from A to C by a representative group from the Governing Body. Grade A applications will then be ranked above Grade B applications; tie breaker criteria will apply within each group.

A. Significant strength of support from a faith leader which demonstrates their family commitment to the life, work and witness of their particular faith

B. Minimal strength of support from a faith leader which demonstrates their family commitment to the life, work and witness of their particular faith

C. No evidence/incomplete form: these will be ranked within category 5 and category 6.

5. Those living within the Ecclesiastical Parish of Tettenhall Regis (i.e. Tettenhall, Aldersley, Pendeford and Bilbrook) Evidence of residency should be supplied at the time an application is made. A map of the parish can be viewed at the school, by appointment.
6. Children living closest to the school, determined by the straight line measurement from the designated point of the home address to the designated point of the school using a computerised software system. For children who spend part of the week with one parent/guardian and part with another, home will be determined by which parent is in receipt of the largest percentage of Child Benefit for that child. Children living in the same block of flats will be offered the available spaces randomly selected by drawing lots.

In the event of over-subscription, the Governing Body Admissions Committee will consider in the first instance only those who have applied for a place by 15 January 2023. Parents will be notified of the outcome on or as soon as possible after 16 April 2023.

Child's Home Address

This is the usual place of residence on weekdays and nights. Addresses of childminders (formal or informal) will not be accepted as a child's place of residence.

Changes of Address (occurring during the allocation process)

In these circumstances – or if a query arises in respect of your child's place of residence – you will be required to supply evidence of your new address. For instance, a letter from a solicitor showing that the purchase of a particular property is firmly in progress; or a photocopy of a rent book clearly showing your name in connection with a particular property.

Material Change of Circumstances

If applicant's circumstances change during the course of making the application that relate to any of the published criteria it is the applicants' responsibility to provide evidence to the School's Admissions and Transfers Section as this may affect the outcome of the application.

What is a Sibling?

For admission purposes, a sibling is a child who resides at the same address as the child for whom a place is being requested, and is one of the following:

- brother/sister
- half-brother/sister (i.e. share one common parent)
- or stepbrother/sister (i.e. related by a parent's marriage)
- any other child for whom it can be demonstrated that s/he is residing permanently at the same address (e.g. under the terms of a residence order).

Where parent(s)/guardian(s) are seeking to place twins, triplets etc, they must submit separate applications for each child. When considering twins, triplets or larger number of siblings, which are the product of a multiple birth, one or more of whom falls within the published admission number of 30, and the others beyond it, Governors will offer a place to them all.

Waiting lists will be maintained for at least one term in the academic year of admission.

If a child is refused a place through over-subscription, parents are informed in writing of their right to appeal to an independent appeals panel. They should write to the Clerk of the Admissions Appeal Panel within 20 days of receipt of the notice of refusal, c/o the school address. The clerk will provide information of the appeals procedure.

St Michael's CE (A) Primary School – The Ark (Social Emotional and Mental Health, SEND Unit for pupils aged 4-11 years old)

ADMISSIONS CRITERIA

The City of Wolverhampton Council has commissioned 16 places in The Ark for pupils with an Education Health and Care Plan, which identifies SEMH as the primary need, or, on occasions, for pupils undergoing statutory assessment for an EHCP. Once The Ark reaches its' full capacity there will be no further intake until the current cohort of pupils leaves St Michael's CE (A) Primary School SEND Unit.

Criteria for admission

Pupils will be considered for The Ark when it is clear that they will benefit from the provision and that they meet the following criteria:

- Aged 4-11
- The pupil has an Education Health and Care Plan. However, in exceptional circumstances it may be necessary to make an emergency placement
- The Education Health and Care Plan identifies SEMH, as the primary need

The suitability of the placement will be monitored through the Annual Review process and decisions of possible change of placement will be made at this point.

For further information concerning provision in The Ark, refer to The Ark Operating Protocol.

Visits

In cases where The Ark is a possible placement for a pupil, all potential pupils should be given the opportunity to visit the school and The Ark informally. Regular open sessions (mornings and afternoons) will be made available for parents and carers to visit The Ark. However, there can be no comment about a pupil's suitability, nor can an offer of a place be made before the City of Wolverhampton Local Authority SEND Team have made a recommendation about the placement. Therefore, all requests for a placement at The Ark should be referred to the City of Wolverhampton Local Authority SEND Team.

ADMISSION APPEALS

In the event of an applicant with an EHCP being declined a place at St Michael's (A) CE Primary School SEND Unit – The Ark, the route to appeal would be via the First Tier Tribunal.

Supplementary Information Form for St Michael's CE (A) Primary School
*Application for a place at a Church of England Voluntary Aided Academy/Primary School in
Wolverhampton – 2023/2024*

City of Wolverhampton Council

Education Department - School Places and Transport

SECTION 1 (To be completed by the parent/carer)

Child's Surname (Family Name):	
Child's Forename(s):	M <input type="checkbox"/> F <input type="checkbox"/>
Date of Birth of Child:	
Address of Child: <hr/> <hr/> <hr/> <hr/>	
Postcode:	
Name of Parent/Carer:	

I am the parent/carer of the above named child and am in the process of applying for a Year _____,

place at _____ Academy/School.

In support of my application, and in accordance with the published admission criteria for the Academy/School, I wish to demonstrate the family's commitment to the life, work and witness of our faith. Therefore, I have asked my vicar/minister/faith leader if he/she would complete section 2 of this form (*overleaf*).

Signed: _____ Date:

Please note that places obtained by using fraudulent or false information will be investigated and could result in the place being withdrawn.

Name of place of worship:	
Location of Place of Worship:	
Name of Vicar/Minister/Faith Leader:	
In support of this application, I offer the following comments in respect of the family's religious affiliation:	
Signed:	<div style="border: 1px solid black; border-radius: 15px; width: 150px; height: 100px; margin: 0 auto;"></div> Organisation Stamp
Print Name:	
Date:	

The City of Wolverhampton Council (the 'council') respects your privacy rights and is committed to ensuring that it protects your details, the information about your dealings with the council and other information about you available to the council ('your information'). In accordance with the UK Data Protection Law, the council will use your information, for the purpose of processing your application for a school place, to (a) deal with your requests and administer its departmental functions; (b) meet its statutory obligations; and (c) prevent and detect fraud. The council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other departments within the council (including the elected Members), central Government departments, law enforcement agencies, statutory and judicial bodies, community service providers and contractors that process data on its behalf. The council may also use and disclose information, that does not identify individuals, for research and strategic development purposes. For further information about your information rights please see the Council's privacy notice which can be viewed here: <http://www.wolverhampton.gov.uk/privacy-policy>

Appendix B – The Ark, Operating Protocol