

## Admissions Policy 2025 - 2026

*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 30<sup>th</sup> November 2023

**Review date:** December 2024

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

## **ADMISSIONS POLICY 2025 - 2026**

### **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](http://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 a 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 2025 - 2026 should complete an LA COMMON APPLICATION FORM (CAF2) online at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions).

Parents requesting a Year 3 place for September 2025 should complete an LA COMMON APPLICATION FORM (CAF3) which is issued by and returned to the Civic Centre or present school by 15 January 2025. 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 2025 - 2026 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. 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 2025 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 2026. 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. Further information about this application process can be obtained from the City of Wolverhampton Council: [www.wolverhampton.gov.uk/education-and-schools/school-admissions](http://www.wolverhampton.gov.uk/education-and-schools/school-admissions).

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 2025 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](http://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](http://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**

Where the school receives more applications for the year group requested than there are places available, the following over-subscription criteria will be applied to each application. Applicants will be ranked according to these criteria and places will be offered in this order of priority, up to the Admission Number that has been set for the relevant year group.

Any child who has an Education, Health and Care Plan which names St Michael's CE (A) Primary School as that child's educational setting, must be offered a place by Law. This may reduce the number of places available for other applicants.

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

### **1. Category 1: Looked After Children and all previously Looked After Children**

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. Category 2: Siblings attending the school**

Children who are siblings of children already attending the school, at the time of admission.

For admission purposes, a sibling is a child who resides permanently 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)

The sibling connection only applies where the child concerned has a sibling attending the school at the time of the application as well as at the time of admission, (i.e., for normal year of entry applications, siblings will be expected to be attending the same school in September 2025). The sibling connection will not be applied to the application until that sibling is on roll at the school applied for.

### **3. Category 3: Medical and Social reasons**

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. The information submitted must clearly state the effects of the condition/illness and why the preferred school is the only school that can meet the child's needs.

### **4. Category 4: Faith Reasons**

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 Forms 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.

***Parents/carers must complete the school's Supplementary Information Form (SIF) and return it to the school. The SIF can be found at the end of this document as Appendix 1.***

**5. Category 5: Children whose parent/carer is a member of staff employed at the school**

Children whose parent/carer is a member of staff employed at the school for two or more years at the point at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage, evidenced by the recruitment process.

**6. Category 6: Living in the Parish of Tettenhall Regis**

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.

**7. Category 7: Distance (Children who live closest to our school)**

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 2025. Parents will be notified of the outcome on or as soon as possible after 16 April 2025.

**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 Statement of Purpose.

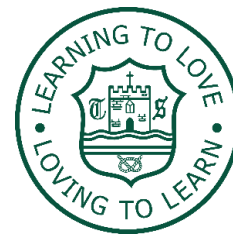
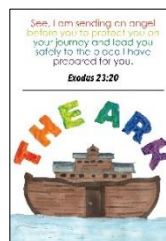
### **Visits**

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.

# St Michael's CE (A) Primary School

## Supplementary Information Form

If you are applying for a place for your child under the 'Faith' category, please complete the form below. Once completed, please return the completed form directly to School.



### Section One

Child's forename: ..... Child's surname: .....

Date of Birth: ..... Gender: .....

Full name of Parent/Carer: .....

Home address: .....

.....

Contact Number: .....

Email address: .....

Name of current nursery/school: .....

Name of siblings attending St Michael's CE (A) Primary School: .....

.....

### Section Two

This section is to be completed in full by the family. Please note your application will be judged using the evidence you include in support of your child's application.

Name of usual place of worship: .....

How long have you worshipped there? (Years/months): .....

Attendance at place of worship	Parent	Parent	Carer	Child
Daily				
Weekly				
Fortnightly				
Monthly				
Occasionally				
Never				

Please indicate your family’s involvement in the activities associated with your current and/or previous place of worship (give details of your membership including any connected organisations) and provide evidence of any educational, social or medical needs that you may wish us to be aware of. *(Attach relevant information.)*

Signed: ..... (Parent/Carer)      Date: .....

**Section Three**

This section is to be completed by your faith leader after reading through the evidence provided in section two.

**Please provide any information you feel would assist in making a decision to admit the named child to St Michael’s CE (A) Primary School.**

Please note: The Faith Leader from the place of worship must provide evidence specific to the child and the family of the child. If the Faith Leader is a parent or carer of the named child, this section should be completed by someone else in authority.

Do you recommend the admission of the named child, for entry into St Michael's CE (A) Primary School?

Yes                      No            (Please circle)

Please tick one box only

	This is an <b>exceptional</b> application reflected by honest and dedicated commitment by the family to the work of the church/faith community.
	There is <b>strong</b> evidence of the family's commitment to the work of the church/faith community.
	There is <b>moderate</b> evidence of the family's commitment to the work of the church/faith community.
	The family has been known at this place of worship, although there is <b>little</b> evidence of commitment to the work of the church/faith community.
	There is <b>no</b> evidence to support the family's commitment to the work of the church/faith community.

Print name: ..... Position: .....

Place of Worship: ..... Signed: .....

Telephone number: ..... Date: .....

Please note you are also signing to confirm that to the best of your knowledge and belief, the details given by the family in section two are correct.

Once complete please return this form to:

Senior School Administrator  
St Michael's CE (A) Primary School  
Lower Street,  
Tettenhall,  
Wolverhampton  
WV6 9AF