



St Michael's C of E VA Primary School

As a Church School we seek to ensure that the ethos and principles of Christianity underpin the experiences of the children in our care.

“St Michael's is an inclusive school and respects and values the diversity of the Community”.

Admissions Policy September 2017 entry

Signed:.....Date.....

ST MICHAEL'S C of E VA PRIMARY SCHOOL

St. Michael's Street
St Albans
Hertfordshire AL3 4SJ



Website
www.stmichaels.herts.sch.uk
Email
admin@stmichaels.herts.sch.uk

THE ADMITTING AUTHORITY

St Michael's School is a split site Voluntary Aided Church of England School within the Diocese of St. Albans. The Governing Body of the school is the admission authority. The Governors will admit up to the published admission number of 22 children into the Reception class in September 2017. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds) of 30 pupils per class.

- The school provides for the admission of all successful applicants who have reached their 4th birthday by 31st August 2017.
- Parents/carers can defer the date their child is admitted to the school until later in the year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term for which it was made.
- Where 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.
- Parents of a summer-born (1st April – 31st August) child may choose not to send that child to school until the September following their fifth birthday and my request that they are admitted out of their normal age group to reception rather than year 1.

Visits by prospective parents/carers are welcome and encouraged. Please contact the School Office to make an appointment.

St. Michael's School became a church school in 1876. We seek to offer our children a Christian ethos within which to work and learn and a Christian approach to life and relationships. Our links with St. Michael's Parish Church are very important to us and we are also mindful of the part we have to play within the community of St. Michael's village. We ask all parents applying for a place here to respect our ethos and its importance to the school community.

PROCEDURE FOR APPLICATIONS

Hertfordshire County Council (HCC) operates an agreed co-ordinated admissions scheme in line with government legislation. HCC will manage the process on behalf of the school according to the scheme published each year. The Governing Body, as the Admission Authority, will allocate the available places in line with this policy.

The closing date for admission application forms to be received by the home Local Authority, Hertfordshire County Council (HCC) is *as advertised by the authority*. Information on completing the online application and notification dates of admission decisions are published in the home LA admission literature *which is available from their website*.

If parents/carers wish for Church attendance to be taken into consideration, or have children already in the school, they are requested to complete our Supplementary Information Form and return it to the school office by the last day of the autumn term. **If a SIF is not completed the Governing Body will apply the school's admission arrangements using the information supplied on the HCC form only, which may result in the application being given a lower priority.**

Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.

CRITERIA FOR ADMISSION

Children who have a Statement of Educational Needs are not subject to the over subscription criteria. The school will admit all children whose statement names the school.

When there are more applications than places available, the Governors will allocate those places in accordance with the priority of the admissions criteria numbered below. *Please note the order of receipt of application is not taken into consideration.*

1. **“Looked after” children or children who were previously “looked after” but immediately after being “looked after” have been adopted or become subject to a residence or special guardianship order.**
2. **Children with a sibling in the school at the time of entry to the school, or with a sibling who has previously attended the school providing they still live within the designated area.**
(To qualify under the sibling rule, a sibling must be a sister, brother, half brother or sister, adopted brother or sister, or the child of the parent/carer or partner, and in every case living in the same house Monday to Friday.)
3. **Children whose home address is within the area of countryside which is bounded to the north by Punch Bowl Lane and to the south by Hemel Hempstead Road. (See the shaded area on that part of Map A attached.)**
4. **Children who at the time of application have their home address in the designated area (see the shaded area on Map B attached and list on page 4). In the event of over-subscription in this category, the following priority order will be applied:**
 - a) **Children whose parents/carers worship regularly at St Michael’s Church, or the daughter Church of St Mary, Childwick Green, and whose application is accompanied by the school’s SIF Form, signed by the parish priest verifying the required level of attendance. (See Notes to Admissions Criteria below)**
 - b) **Children whose parents/carers worship regularly at another Christian Church and whose application is accompanied by the school’s SIF, signed by the minister verifying the required level of attendance.**
 - c) **Children whose home address is closest to Top School using the straight line distance measurement provided by HCC’s GIS system as outlined in the Under 11s publications.**
5. **Children who live within the areas of Potters Crouch, King Harry Lane, Verulam Road and Goldsmiths Way.**
6. **Children whose home address is not in the designated area within the Parish but whose parents/carers worship regularly at St Michael’s Church or the daughter Church of St Mary, Childwick Green and whose application is accompanied by the school’s SIF form signed by the parish priest verifying the required level of attendance. (See Notes to Admissions Criteria below).**
7. **Children of parents/carers who worship regularly at any other Christian Church, and whose application is accompanied by the school’s SIF signed by the minister verifying the required level of attendance. (See Notes to Admissions Criteria below).**
8. **All other children.**

Tie Break

In the event of over-subscription in each of the criteria 1 to 8 above the following priority will apply:

- Children whose home address is closest to Top School. (See 4c above)

Where there is a need for a tie-breaker where two different addresses measure the same distance from the school, in the case of a block of flats for example, the lower door number will be deemed to be nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate

applicants, the tie-break will be in the form of a sealed envelope ballot, details of which can be obtained from the school office.

The Governors cooperate with the fair access policies of the LA.

Multiple Births

Please submit a separate Supplementary Information Form for each child.

UNSUCCESSFUL APPLICATIONS

Right of Appeal

Parents who have not been allocated a place for their child have the right of appeal to an independent panel. Parents will be informed of their right to appeal in the allocation letter from the home LA (HCC). If they wish to appeal parents should contact the Hertfordshire LA Customer Focus team. The Governing Body reserves the right to give priority in round two of the appeals procedure to families who named the school in their original three choices. Exceptional circumstances will also be considered by the Governing Body.

Continuing interest (waiting) list

In the event of more applications than available places the governors will maintain a continuing interest list (waiting list). These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered to the child that best meets the published admission rules. Parents are requested to inform the governors if they wish their child's name to be removed. The governors will review the list at the end of the academic year.

NOTE: The School Office cannot respond to specific enquiries regarding an individual's position. They will refer the request to the Chairman of the Admissions Committee who will respond as soon as practicable. The information supplied will only be valid on the day the response is made.

IN YEAR ADMISSIONS

Children will be admitted at other ages where there are vacancies. In the event of there being more applicants than places available the above criteria for admission will be applied.

1. In year admission arrangements are co-ordinated by HCC on behalf of the school. The governing body remains responsible for the allocation of all places in accordance with the school's published admission rules but all applications for, and allocations to, the school must be made via a pupil's home authority.

Once a completed application form is received by the School, it will be considered by the Governors and a response will be made by the admitting authority. In the event of no vacancies in the year group a place on the continuing interest list for that year will be offered. See above. This does not affect your right of appeal, information on which is also shown above.

NOTES TO ADMISSIONS CRITERIA

Church Membership Category

'Regular' is defined as those families who attend church at least twice a month for a minimum of two years. The Governors will accept an 'average' over the year, i.e. to allow for non attendance during holiday periods and anticipate that parents/carers given a place for their child under this category will still satisfy the requirements at the time of admission.

Repeat Applications

Please note that a repeat application within the same academic year will not normally be considered unless there have been significant changes in the child's circumstances or a place becomes available.

Historical information

Historical information about allocations for the last 3 years' Reception intake is available on the School website and in the school prospectus.

Definitions

In respect of the following criteria, the governors use the same definitions as HCC, set out in their admission literature and website.

Criterion 1 "Children in Public Care"

Criterion 2 "Sibling"

Criteria 3-8 "Home Address"

For St. Michael's School only

Criteria 4a, 4b, 6 and 7 "Christian Church"

The governors define a "Christian" Church to be one which is a member, or is eligible for membership, of Churches Together in England or the Evangelical Alliance.

The list of Streets in the designated area (see Map B)

Artisan Crescent	Ladies Grove (100 and upward)
Batchwood Drive (99 and upward)	The Lawns including Cymbeline Court
Blacksmith's Lane	Mount Pleasant (even 5 and upward, odd 21 and upward)
Branch Road	Offa Road
Camlet Way	Oysterfields (1-18)
Downedge	Portland Street
Fishpool Street (odd - 145 to 65, even - 198 to 72)	Prae Close
Fryth Mead	St. Michael's Court, off Fishpool Street
Folly Lane (140 and upward)	St. Michael's Street
Gonnerston	Tanners Close
Kingsbury Avenue	Verulam Road (143 and upward)
King's Road	Wells Close
Kingsbury Mews, off Branch Road	

Proof of residence

The Governors may request proof of residence in the form of a utility bill no more than three months old or child benefit notification letter. Failure to provide this information may result in the application being given lower priority.

For children who have moved house during the process, please provide:

- A letter from your solicitor confirming your completion date
- A signed rental agreement of at least 12 months showing the start of the tenancy. Your completion date or tenancy start date must be no later than that stated by HCC in their admissions literature and website for your new address to be used for allocation purposes.

Correction of criteria

If parents/carers have applied under a criterion that does not match the information supplied on the School application form (e.g. they apply under criterion 2 and there is no sibling at the School) the Governors will consider the applicant under the correct criteria.

Late applications

Late applications are not dealt with until all applications made on-time have been considered. This means you are less likely to be offered a place at one of your preferred schools. If there are exceptional circumstances why you were unable to make your application by 15 January 2012, please write to your Local Admissions and Transport Team giving your reasons and enclosing supporting evidence. Evidence must be received by the date stated by HCC in their admissions literature and website. Late applications will be considered by a panel and each case decided on its own individual merit. Parents will be informed in writing if their application will be treated as late.