



## **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 2018 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](http://www.stmichaels.herts.sch.uk)  
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[admin@stmichaels.herts.sch.uk](mailto: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 Admitting Authority. The Governors will admit up to the published admission number of 22 children into the Reception class in September 2018. 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 4<sup>th</sup> birthday by the beginning of September 2018. However, please note the following:
- Parents offered a place may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age. Summer born children may only have admission deferred until the start of the summer term.
- Parents can request part-time attendance until the child reaches compulsory school age.
- Where a parent of a 'summer-born' child (1 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, the Governors will consider the request.
- If parents do not take up the offered place before the start of the summer term of the school year of entry, then they would have to re-apply for a place in Year 1.
- However, if parents wish such a child to be educated "out-of year group" i.e. in the Reception Year rather than Y1 they may request this and should discuss it with the school as soon as possible. Such applications will be considered by the governors on a case by case basis. Each case will be judged on its individual merits but to admit out of year group would require exceptional and extenuating circumstances and professional evidence explaining why the child's needs cannot be met in the chronological year group.
- All such parents should apply for their child's normal age group at the usual time and may submit a request for admission out of the normal age group at the same time.
- The governors will respond to this request prior to the offer of a place being made. If the request is agreed to the application can be withdrawn for that year before the place is offered.
- If the request is refused, parents may decide whether or not to accept the offer of a place for the normal age group, or refuse it and make an in-year application for admission into Y1 for the September following the child's fifth birthday.
- Where a parent's request has been agreed, they must make a new application as part of the main admissions round the following year.
- Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

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

The application deadline and allocation day are set nationally and are the same every year. The closing date for applications is always 15 January and allocation date is 18 April (or the first working date afterwards). The local authority (LA) website is [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions).

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 Admitting Authority, will allocate the available places in line with this policy.

Parents/carers are requested to complete our Supplementary Information Form (SIF), especially if they wish for Church attendance to be taken into consideration, or have children already in the school. Our Supplementary Information Form should be returned to the school office by 15 January 2018. **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 or an Education, Health and Care Plan are not subject to the over subscription criteria. The school will admit all children whose statement or Educational, Health and Care Plan 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 child arrangement 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 – see page 5.**  
*(To qualify under the sibling rule, a sibling must be a sister, brother, half brother or sister, adopted brother or sister, the child of the parent/carer or partner, or a child looked after or previously looked after and in every case living permanently in the same house Monday to Friday. This does not include children temporarily living in the same house such as short term fostering or in a bridging placement.)*
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 (listed on page 5). 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, 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, St Michael's Street, St Albans, Herts AL3 4SJ using the straight line distance measurement provided by HCC's GIS system as outlined in the Under 11s publications.**
5. **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 signed by the parish priest verifying the required level of attendance. (See Notes to Admissions Criteria below).**
6. **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).**

## 7. All other children.

**Please note that children are expected to attend church with their parents/carers when applying under sections 4a, 4b, 5 and 6.**

### **Tie Break**

In the event of over-subscription in each of the criteria 1 to 7 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 distances for 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 school will admit children under the Fair Access Protocol before those on continuing interest and, if necessary, above PAN.

### **Multiple Births**

Please submit a separate Supplementary Information Form for each child. Where the last available place is offered to the first twin or multiple birth child places will also be offered to the other sibling(s) as exceptions to the infant class size rule.

## **UNSUCCESSFUL APPLICATIONS**

### **Right of Appeal**

All unsuccessful applicants have the right to appeal to an independent panel for a place to be made available for their child. Hertfordshire parents wishing to appeal, who applied online, should log onto their online school application and click on the link 'register an appeal'. Out of county residents and paper applicants should contact the Customer Service Centre (0300 123 4043) to request their registration details and log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link 'log into the appeals system'.

For In Year applications, parents should contact the school directly in the first instance.

### **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.

**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.
2. To retain a place on continuing interest, families must, at the end of the academic year, confirm their continuing interest by making a new In Year application.

Once a completed application form is received by the School, it will be considered by the Governors. The county council will write to you with the outcome of your application and, if you have been unsuccessful, will include registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals). A place on the continuing interest list for that year will also be offered. See 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 3-7 "Home Address"

Distance Measurement HCC's definition for 2018/19 will be available after 14 November. After this date, we will publish the correct definition in this policy

*For St. Michael's School only*

Criteria 4b and 6 "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

|   |   |
|---|---|
| *Abbey View Road                                    | *Ladies Grove (all)                                   |
| Artisan Crescent                                    | The Lawns including Cymbeline Court                   |
| *Batchwood Drive (odds 33 & above)                  | *Links View   |
| Blacksmith's Lane                                   | Mount Pleasant (even 5 and upward, odd 21 and upward) |
| Branch Road   | Offa Road   |
| Camlet Way  | Oysterfields (1-18)                                   |
| *Dormie Close                                       | Portland Street                                       |
| Downedge  | Prae Close  |
| Fishpool Street (odd 65 & above; even – 72 & above) | *Shafford Cottages                                    |
| Fryth Mead  | St. Michael's Court, off Fishpool Street              |
| *Folly Lane (evens 66 to 182)                       | St. Michael's Street                                  |
| Gonnerston  | Tanners Close   |
| *Hill Street  | *Verulam Road (odds 125 & above; evens 62 & above)    |
| King's Court, Mount Pleasant                        | Wells Close   |
| King's Road   | *White Hedge Drive                                    |
| Kingsbury Avenue                                    |   |
| Kingsbury Mews, off Branch Road                     |   |

The roads marked with a \* have been added or the numbers amended for 2018/19 to bring them in line with St Michael's Parish map.

### 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 2018, 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.