ADMISSIONS and APPEALS POLICY

TO ST.MICHAEL'S SCHOOL

1) The LA organises the registering of new pupils for the start of the school into the reception class. Parents are sent forms direct from the authority and parents return them stating their preferences. The school then determines which children are allocated places based on predetermined criteria below.

Children who join Reception after September
- Parents can contact the school direct to determine if places are available
- If places are available, parents are invited into school to look around and meet with the Executive Head Teacher (EHT) or Head of School. If places are unavailable, the child will be placed on a waiting list.
- Application forms are completed
- The EHT will contact previous school for information
- A start date will be agreed and parents given the school handbook.
- Birmingham Admissions are advised of the new starter

2) Applications for nursery can be sent by post if so requested or can be obtained direct from the school office. Once forms are completed they are put in the folder for date of entry.
- At the beginning of the spring term we will determine places to be allocated according to the criteria applied to reception intake
- Letters will be sent offering places with a deadline for acceptance of place during the spring term
- At the beginning of summer term, parents will be invited to attend an Open Morning.

The school's admission number is 60. Where the number of applications is lower than the school's admission number, all applicants will be admitted. If there are more applications than places available, then all applications will be placed on the waiting list until places become available.

Pre-determined criteria

Nursery, Reception and Mid-transfer of pupils will be decided upon the following criteria.

1. Children looked after by, or previously looked after by a Local Authority (in line with section 22 of the Children Act)
2. Children of parents who are involved in the work and worship of St Michael's Church. Applications will require the written support of the minister at the time of application.
3. Children with a brother or sister who will be attending the school at the time of admission.
4. Children who have attended the school nursery.
5. Proximity of home to school as measured by a straight line from the centre of the school.
6. Children whose families worship regularly (at least once a month over a 12 month period), at a Christian Church, in the opinion of the minister of that church. Written support of the minister will be required at the time of application

Notes:

1. Children with a Statement of Special Educational Needs that names St Michael's School will be offered a place first. This will reduce the number of places available to other applicants

2. Attendance at church must be regular and a letter from the minster must clearly state how often you have attended within the last year.

3. Under priority 3 a brother or sister must live at the same address and could be:
   • A brother or sister sharing the same parents;
   • A half-brother or half-sister, where two children share one parent; a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
   • The separate children of a couple who live together; or
   • An adopted or fostered brother or sister.

4. There is no guarantee of transfer from nursery to reception class. Parents must apply on the Local Authority Common Application form for a place in reception class.

5. When offering places under criteria 6. Distances are measured by the Local Authority admissions system using ADDRESS-POINT. ADDRESS-POINT provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-POINT is such that each point will fall within the addressed building. If two or more applicants share the same distance to a school and a place is available the applicant to whom the place will be offered will be determined by the Local Authority by random selection.

6. Waiting lists are produced in strict order of priority, against the over-subscription criteria and are managed by the school. Waiting lists are kept and updated regularly

7. Applications or changes to your application received after the closing date and before the Governor's admissions meeting will be deemed to have been made late and will be considered after applications with the same priority that were received on time (unless there are particular circumstances which, in the opinion of the Governors, prevented you from applying earlier)

8. If possible places will be offered at the same school to twins, triplets and children from multiple births, as long as this would not result in a breach of infant class size legislation. If only one place can be offered the parent will choose which child should have the place.

9. The home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). Documentary evidence may be required. If care is split equally, parents can choose which address will be used.

10. Applications for a school place made at any other time than the normal time for admission (in-year admission) should be made direct to the school. The application will be processed by the school. If there is a vacancy in the relevant year group a place will be offered.

11. The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk, of missing education.

12. Parents who wish to appeal against the decision of the Governors to refuse their child a place in school may appeal in writing to the Chair of the Governors. The Appeals Procedure is as follows: