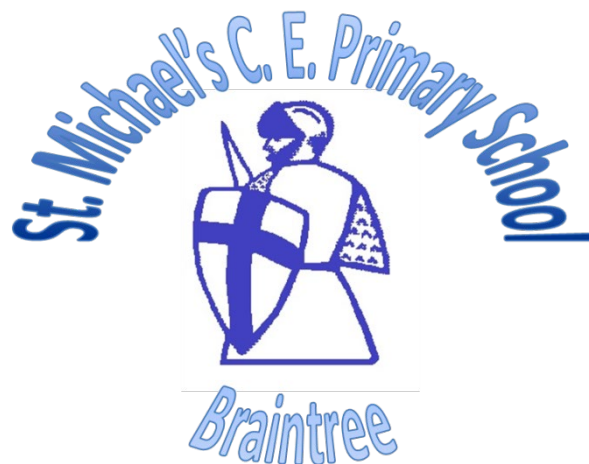


# St. Michael's C.E. Primary School



## ADMISSIONS POLICY September 2024 – August 2025

This Policy will be reviewed annually

**It is the policy of the Governing Body to admit the children of all parent/s, guardian/s who express a preference for their child/children to be educated at this school, subject to the availability of places within the published standard number for admission of 60.**

Parent/s, guardian/s wishing for their children to attend this school will have included St. Michael's as one of their preferred schools. Parents can apply online, accessing the website: [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions). It is recommended that all applicants should also complete a "Supplementary Information Form" (SIF) which can be supplied by request from the school or downloaded from the school website. The SIF should be returned to the Admissions Officer, St Michael's School, Maple Avenue, BRAINTREE CM7 2NS by the County deadline. After the closing date, the Local Education Authority (LEA) will forward to governors a list of all those who have included St. Michael's as one of their preferred schools. Governors will then send the ranked list back to the LEA whose responsibility it will be to offer places to the first sixty children according to parental preference and governors' ranking.

**Part time offering.** Parents are legally allowed to request a Part time offering until their child is of legal age to be in school (first day of the term in which the child turns five). However, the school will decide whether they are offering mornings or afternoons.

## 1. Looked after Children

A Looked after Child (**LAC**) or a Child who was Previously Looked After (**PLAC**) but immediately after being looked after became subject to an adoption, residence or special guardianship order, or Children Previously Looked after from outside England (**PLAC**) including those who appear (to the Local Admission Authority) to have been instate care outside of England and ceased to be in state care as a result of being adopted, will be given first priority in oversubscription criteria ahead of all other applicants (as defined in the Primary Education in Essex 2022/2023 booklet). A looked after child is a child who is:-

- (a) In the care of a local authority,
- Or**
- (b) Being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989).

## 2. Church

Children from families where parent/s, guardian/s worship regularly at the Sunday services at St. Michael's Church, Braintree or any other local Christian church (See Note 1) attending on average at least twice each month for the past 9 months.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Up to 20 places will be allocated to children within this category, who also live within 5 miles of the school. A signature will be required from the responsible minister or leader of the relevant church using the SIF. All SIF forms will be checked for validity.

Where there are more than 20 applications from the above, then places will be allocated in the following order: -

- (a) Children with a sibling attending the school **at the time of admission**. (See Note 2)
- (b) Children from homes within the priority admissions area, where residing **at date of application**. (See Note 4)
- (c) Children from homes outside the priority admissions area, where residing **at date of application and** who have worshipped regularly at St Michael's Church, Braintree for at least two years.

- (d) Children from homes outside the priority admissions area, where residing **at date of application**.

### 3. Sibling & Admission Area

Children from all other families, including any surplus from category 2 above.

- (a) Children with a sibling attending the school **at the time of admission**. (See Note 2)
- (b) Children of teachers employed within the school **at the time of application**. (See Note 3)
- (c) Children from homes within the priority admissions area, where residing **at date of application**. (See Note 4)
- (d) Children from homes outside the priority admissions area, **where residing at date of application**.

### 4. Reception Applications

Once the above criteria have been met all surplus children will be placed on a Register. This Register will be ranked using the above criteria. This Register will be reviewed annually in September at the start of each academic year.

### 5. Summer-born Children

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, they will need to apply for a place at the correct time for the normal admission round for the following academic year. **Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort should be submitted.**

### 6. Late Applications for Reception.

Late applications (received after the county published closing date) will be placed at the end of the register in the order set out in the admissions policy until 31 May when all names on the register will be reordered as per the admissions policy regardless of time of application.

### 7. Mid Year Applications

A Register is held for all year groups within the school. Should a vacancy arise in a particular year group, then this Register will be ranked using the above criteria. All mid-year applications should be made directly to the school using the mid-year application form available on our website and at the school office. Mid-year applications (sometimes called in-year applications) are any application for a school place made to a year group, apart from September admissions to Reception. For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group. This Register is reviewed annually in September at the start of each academic year.

In the categories above, if there are limited places available and applicants meet the relevant criteria in the same way, then the determining factor will be the shortest distance from the school's front entrance to the child's home measured **in a straight line** using the definition of distances provided by the Local Authority.

Exceptional medical circumstances of the child for whom the place is being applied for (supported by appropriate evidence) may override the above within each category.

**Special Educational Needs & Disabilities:** Children having Statements of Special Educational Needs & Disabilities where St. Michael's School is named are required to be admitted regardless of their place in the priority order.

## Notes

1. **Mainstream** is defined as any church which is a member of Churches Together in Britain and Ireland, or which satisfies the membership criteria of Braintree Area Churches Together, and **Local** is defined as any church within 5 miles of the school's front entrance, measured in a straight line. Distances will be measured using the Local Authority's Geographical Information System.
2. A sibling is defined as a child living in the same family unit, in the same household and address as a child who attends St. Michael's School **at the time of admission**. This includes brothers and sisters and step brothers and sisters. In addition, biological siblings will be treated as siblings irrespective of place of residence. This criterion mirrors the definition of sibling as published by the Local Authority.
3. A teacher is defined as someone who has been employed in a teaching role at the school for 2 years holds Qualified Teacher Status (QTS) and/or there is demonstrable skill shortage for a vacant post.
4. The Priority Admissions Area can be found on the Essex County Council website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)

Within each category children are ranked according to the straight-line distance of the family home to the school as identified by the Local Authority. In the unlikely event of a tie children are placed alphabetically.

## Admission Date

Foundation Stage pupils are admitted full time from the beginning of the academic year in which their fifth birthday falls unless parents/carers choose to defer admission until a later point within the academic year. Parents/carers must inform the school as early as possible should they choose to defer so that the school can make appropriate arrangements. Deferment cannot extend beyond the first day of the term directly following a child's fifth birthday or beyond the academic year for which the original application was accepted.

## Applications

The closing date for each academic year will be as stated on the Essex admissions website. ([www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)). An admissions Sub-Committee consisting of four Governors including the head teacher will consider all applications immediately following receipt of the list of those who have included St. Michael's as one of their preferred schools and the verified(subsequent) SIF completed by the parent/s, guardian/s and rank each applicant according to the above criteria.

## Appeals

The Schools Standards and Framework Act 1998 give parents the right to appeal against the decision of the Governors regarding admission. Parents wishing to appeal should complete an appeal form to begin the appeals procedure which they can do online on the Essex County Council's website. Alternatively, they can download and print an appeal form from the website to complete and return by post within 14 days of receiving the decision of the Governors to:

**Statutory Appeals Panel**  
PO Box 11  
Chelmsford  
ESSEX  
CM1 1LX



Essex County Council  
**St Michael's C of E Primary School**

Maple Avenue, Braintree, CM7 2NS  
 Tel: 01376 344866 Fax: 01376 550842  
[www.stmichaelscofe.com](http://www.stmichaelscofe.com)  
[admin@st-michaelscofe.essex.sch.uk](mailto:admin@st-michaelscofe.essex.sch.uk)



**SUPPLEMENTARY INFORMATION FORM**

Please use **BLOCK CAPITALS** and return the completed form to the School by the County deadline for admissions.

**First name:** \_\_\_\_\_ **Surname:** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_ **Gender:** \_\_\_\_\_

**Parents'/Guardian's name and address:** \_\_\_\_\_

\_\_\_\_\_

**Postcode:** \_\_\_\_\_ **Home telephone number:** \_\_\_\_\_

**Please state whether the child named above is 'looked after' (i.e. in foster care)**

\_\_\_\_\_

As stated in the governors' policy for admission, up to 20 places are allocated each year to families where parents/guardians regularly attend (on average at least twice a month) a mainstream local church. See the attached policy for more information. If relevant, please provide the following information in support of your application.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

**Name of Church attended by family:** \_\_\_\_\_

**Name and address of Minister:** \_\_\_\_\_

\_\_\_\_\_

**Minister's signature** confirming regular attendance in accordance with the above definition

of 'regular' (on average at least twice a month for 9 months) \_\_\_\_\_

\_\_\_\_\_

**Siblings:** Please list the names and ages of any brothers or sisters on roll at the school **at the date of admission** of the child for whom you seek a place.

Name ..... Age .....

Name ..... Age .....

Name ..... Age .....

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **(Parent/Guardian) Date:** \_\_\_\_\_

*Appropriate information contained on this form will be held on computer files and may be shared with other relevant educational establishments and agencies for the purpose of providing the appropriate service or meeting legislative requirements.*

Headteacher: Mr A Cumpstey  
 Assistant Head: Mrs K Farran