

Admissions Policy 2022 - 2023

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 10th December 2020

Review date: December 2021

Signed: *Richard Reeve* (Chair of Admissions Committee)

Updated: Wednesday 7th July 2021 following Revised Admissions Code (July 2021)

ADMISSIONS POLICY 2022 - 2023

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 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. 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, 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

As this is an Aided school, the governors have formed an admission policy in line with Diocesan recommendations and in consultation with the local authority.

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.

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 2022 - 2023 should complete an LA COMMON APPLICATION FORM (CAF2) online at www.wolverhampton.gov.uk/admissions.

Parents requesting a Year 3 place for September 2022 should complete an LA COMMON APPLICATION FORM (CAF3) which is issued by and returned to the Civic Centre or present school by 15 January 2022. 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 2022 - 2023 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

Children must by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the headteacher. Parents can request that their child attends part-time until the child reaches compulsory school age.

In addition, following new guidance, applications for summer born pupils to be admitted the following year are co-ordinated by the Local Authority. Parents are requested to consult with the Local Authority should this be their wish.

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 details of which are explained in the 'Introducing Primary Education – Starting School in Wolverhampton 2022/2023 Booklet'.

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 2022 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.

OVERSUBSCRIPTION

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

If the number of requests is greater than the school's admission limit, places will be allocated on the following basis in order of priority:

- 1. 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. Children who are siblings of children already attending the school, at the time of admission.**
- 3. 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.**
- 4. The strength of the family commitment to their particular faith as demonstrated on the Supplementary Information Form (Appendix A). This will be measured by**
 - i) number of years the family has been worshipping
 - ii) frequency of visits to the place of worship
 - iii) involvement in the activities of the place of worship

Supplementary Information Form 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.

- 5. Those living within the 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.**
- 6. 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 2022. Parents will be notified of the outcome on or as soon as possible after 16 April 2022.

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.

The policy is reviewed annually during the Autumn Term.

Supplementary Information Form for St Michael's CE (A) Primary School
Application for a place at a Church of England Voluntary Aided Academy/Primary School in
Wolverhampton – 2022/2023

City of Wolverhampton Council

Education Department - School Places and Transport

SECTION 1 (To be completed by the parent/carer)

| | |
|--------------------------------|-------------------------------------------------------|
| Child's Surname (Family Name): | |
| Child's Forename(s): | M <input type="checkbox"/> F <input type="checkbox"/> |
| Date of Birth of Child: | |
| Address of Child: | |
| | |
| | |
| | |
| | |
| Postcode: | |
| Name of Parent/Carer: | |

I am the parent/carer of the above named child and am in the process of applying for a Year _____

place at _____ Academy/School.

In support of my application, and in accordance with the published admission criteria for the Academy/School, I wish to demonstrate the family's commitment to the life, work and witness of our faith. Therefore, I have asked my vicar/minister/faith leader if he/she would complete section 2 of this form (*overleaf*).

Signed: _____ Date:

Please note that places obtained by using fraudulent or false information will be investigated and could result in the place being withdrawn.

SECTION 2 (To be completed by Minister/Faith Leader)

Name of place of worship:

Location of Place of Worship:

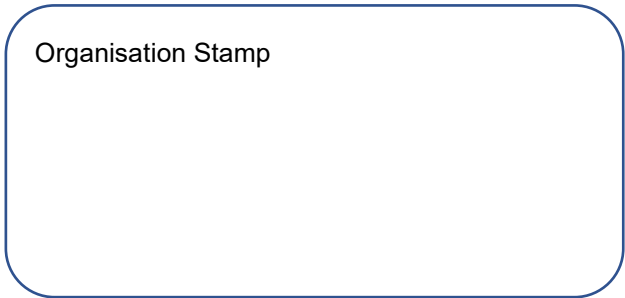
Name of Vicar/Minister/Faith Leader:

In support of this application, I offer the following comments in respect of the family's religious affiliation:

Signed:

Print Name:

Date:



Please ensure that you return this form direct to the Headteacher of your preferred Wolverhampton Voluntary Aided Church of England Primary Academy/School as soon as possible.

If you are expressing a preference for more than one Voluntary Aided Church of England Primary School please obtain sufficient copies of this form from the *Admissions and Appeals Section, Civic Centre, Wolverhampton, WV1 1RL*.

NB completion of this form does not guarantee a place at the named school. Your application will only be considered if you have also named the school on the application form.

The City of Wolverhampton Council (the 'council') respects your privacy rights and is committed to ensuring that it protects your details, the information about your dealings with the council and other information about you available to the council ('your information'). In accordance with the UK Data Protection Law, the council will use your information, for the purpose of processing your application for a school place, to (a) deal with your requests and administer its departmental functions; (b) meet its statutory obligations; and (c) prevent and detect fraud. The council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other departments within the council (including the elected Members), central Government departments, law enforcement agencies, statutory and judicial bodies, community service providers and contractors that process data on its behalf. The council may also use and disclose information, that does not identify individuals, for research and strategic development purposes. For further information about your information rights please see the Council's privacy notice which can be viewed here: <http://www.wolverhampton.gov.uk/privacy-policy>