



ST. MICHAEL'S C.E. (AIDED) PRIMARY SCHOOL

School Admission Policy 2025/2026

This policy was determined by the Governing Body after consultation with parents, other interested parties, Manchester Diocese and Trafford Local Authority in autumn 2015. It is reviewed annually.

Statement of religious affiliation:

St. Michael's is a Church Aided School and Religious Education, collective worship and the whole ethos of the School are based on the teachings of the Church of England.

Admissions to an Aided school are the responsibility of the Governing Body and this policy lays down the criteria for admission and the admission procedure.

The published admission number for admission to Reception is 30. If no more than 30 applications are received, all applicants will be offered places.

CRITERIA FOR ADMISSION

The Governors will admit all children having a Statement of Special Educational Needs or an Educational Health Care Plan in which the school is named.

In the event of oversubscription for the remaining places the following criteria will be applied in order.

- (1) Children in public care and previously looked after children.
- (2) Children who will have a brother or sister attending school at the time of admission.
- (3) Children who have been Baptised and at least one of whose parents/legal guardians is in regular attendance at St. Michael's Church.
- (4) Children who have been Baptised or Dedicated and at least one of whose parents/legal guardians is in regular attendance at any other Church of England.

- (5) Children who have been Baptised or Dedicated and at least one of whose parents/legal guardians is in regular attendance at a place of worship of any other Christian denomination. A Christian denomination is a church listed on the “Churches Together” website <https://www.cte.org.uk/>
- (6) Any other children.

(Please refer to Admission Procedure Notes for additional details on criteria for admission).

ADMISSIONS PROCEDURE NOTES

- (1) This includes any “looked after child” previously “looked after children” and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. ‘Looked after’ means that the child was (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 at the time of application. This criteria also includes looked after children and all previously looked after 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) Sister or brother includes step, half, foster and adopted brother or sister living at the same address and full sister or brother living apart.
- (3) Regular attendance means: a minimum of attending twice a month by at least one parent or legal guardian at St. Michael’s church, at public worship, at any service on any day for at least one year prior to the closing date for applications. Public worship is defined as attendance at any of the following: Family worship ; term time only Monday 3.45pm – 4.15pm Holy Communion, Parish Communion, Evensong once a month, or the 6pm service and Taize Services and Morning Prayer. If there are not enough places for all children whose parent(s) or legal guardians(s) meet these requirements, places will be offered first to the children whose parent(s) or legal guardian(s) have worshipped regularly for the greater number of years. (See Appendix 1).
Evidence of Baptism of the child, confirmation of regular attendance and the number of years sustained attendance by at least one parent or legal guardian must be endorsed by a member of the clergy or other designated church officer using the supplementary form provided by the school.
In the event of a tie on the number of years of sustained attendance place(s) will be allocated to the children living nearest the school. (See note 6)
Due to the Covid 19 restrictions please note the clarification of how church attendance is to be calculated in these unique circumstances. In the event that during the period specified for attendance at

worship the church (or relevant places of worship) has been closed for public worship and has not provided alternative premises for that worship, the requirements of these (admissions) arrangements in relation to attendance will only apply to the period when the church (or relevant places of worship) or alternative premises have been available for public worship.

- (4+ 5) Regular attendance (as defined in note 3).
Evidence of Baptism or Dedication of the child, confirmation of regular attendance and the number of years sustained attendance must be provided by a member of the clergy or other designated church officer using the supplementary form provided by the school. In the event of a tie on the number of years of sustained attendance by a parent or legal guardian place(s) will be allocated to the children living nearest the school. (See note 6)

Due to the Covid 19 restrictions please note the clarification of how church attendance is to be calculated in these unique circumstances. In the event that during the period specified for attendance at worship the church (or relevant places of worship) has been closed for public worship and has not provided alternative premises for that worship, the requirements of these (admissions) arrangements in relation to attendance will only apply to the period when the church (or relevant places of worship) or alternative premises have been available for public worship.

- (6) If there are more applicants than can be accommodated at a school children who live nearest to the requested school, calculated in a direct straight line from the child's permanent place of residence to the school. The normal home of the child is the home where the child sleeps for the majority of the school week. In the event that two or more otherwise equal applicants for the last available place live the same distance from the school, random allocation will be used as a final tie-breaker. The random allocation process will be supervised by someone independent of the school.
- (7) Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the infant class requirement if it is possible to do so.
- (8) **Right of Appeal:** Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission panel, set up under the School Standards and Framework Act, 1998 as amended by the Education Act, 2002. **Parents should notify the clerk to the governors at the school with 14 days of receiving the letter refusing a place.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

- (9) **Waiting List:** Where we have more applications than places, the admission criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of the application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.
- (10) **Deferred Entry:** Children are entitled to a full time place in school in the September following their fourth birthday. Once they have been offered a place at the school, the child's parents can defer the date their child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application 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."
- (11) **In-Year Applications for Admission** – Applications for places outside the normal admissions round should be made to the school. Application forms for in-year admission and supplementary application forms are available on request from the school and are on the school's website. Applications will be considered by the Head teacher in conjunction with the Admissions governors. In reaching decisions on in-year applications the school will follow the requirements of the School Admissions Code and, where the year group is oversubscribed, the school's published oversubscription criteria. Where an application for admission is refused, parents have a right to appeal to an independent appeal committee.
- (12) **Published Admission Number**
In order to comply with the infant class size limit the maximum number of children that the Governors Admission Panel is allowed to admit is 30 in the Foundation Stage and Key Stage 1. The School Admissions Code specifies a small number of permitted exceptions to the infant class size limit (for example, Note 7 above)
The Governing Body has set a limit of 32 per year group in Key Stage 2.

Applications for places in Reception in the normal admissions round should be made on the Common Application Form available from the Local Authority. When an application is being made under one of the faith-based criteria, parents or guardians should also complete the School's supplementary application form.

- (13) Requests for admission outside the child's normal age group. Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group to reception rather than Year 1.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governing body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The governing body will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

Where the governing body agrees to a parent's request for their child to be admitted out of their normal age group and as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governing body must process the application as part of the main admissions round unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The governing body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group

Appendix 1

Please note that under the defined criteria relating to Church attendance for at least twice a month for one year prior to the time when the application to St Michael's is being considered (criteria 3, 4 and 5) the governors are unable to allocate places from church attendance several years ago.

St. Michael's offers a flexible approach within its defined criteria.

- ✦ Attendance is only required twice a month for a year.
- ✦ It does not have to be on a Sunday.
- ✦ It includes a variety of acceptable services.
- ✦ Only one parent/legal guardian is required to attend.

This allows flexibility to cover for such times as holidays, sickness and maternity.

Appendix 2

Criteria 5

Definition of children of other Christian denominations.

"Children of other Christian denominations means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures and in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit.

An ecclesial community which on principal has no creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTUN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis or are affiliated to the Evangelical Alliance.

Appendix 3

Criteria 3,4 and 5

Please note that in the event of a tie of number of years of worship, this is capped at 5 plus years. We will then use criteria 6 of distance to rank the application.

