

School Admission Policy



Rooted in Faith, Growing Together

Rooted in Christian principles, we are dedicated to inspiring and nurturing every member of our community to grow as resilient, empathetic, and courageous individuals. Through a commitment to aspiration, collaboration, and kindness, we foster a love of learning, a strong moral compass, and a deep spiritual awareness.

Together, we empower our children to thrive academically and spiritually, becoming compassionate agents of change who positively impact the world around them.

‘The seed on good soil stands for those with a noble and good heart, who hear the word, retain it, and by persevering produce a crop.’

Luke 8:15



ST. MICHAEL'S C.E. (AIDED) PRIMARY SCHOOL School Admission Policy 2026/2027

This version of the Admissions Policy was determined by the Governing Body in September 2026 and is effective for admissions for the academic year 2027/2028. These arrangements have been determined following consultation with the Manchester Diocesan Board of Education and Trafford Local Authority and will operate in accordance with Trafford's coordinated admissions scheme for 2027/2028. Where there is any inconsistency for the purposes of the coordinated round, the Local Authority's coordinated scheme will apply.

The full policy and Supplementary Faith Form are available from the school office on request. Contact: Admissions Clerk, St Michael's CE Primary School, The Grove, Flixton, M41 6 JB telephone 0161 748 3669 email office@smpsflinton.co.uk

Quick guide: religious affiliation; how to apply; oversubscription criteria; supplementary faith evidence; tie-break arrangements; waiting lists; appeals; deferred entry; in-year admissions; admission outside the normal age group; appendices.

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.

As a Church of England voluntary aided school, our Christian ethos shapes the life of the school. We are committed to being inclusive and supporting all families. Children who do not qualify under a faith-based criterion are welcomed through the remaining criteria, and the school will ensure that every admitted child and family is fully included in school life.

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

All children whose Education, Health and Care Plan (EHCP) names St Michael's CE Primary School will be admitted before the oversubscription criteria are applied.

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) Applications for looked-after children should be supported by a letter from the child's social worker or the relevant local authority confirming looked-after status. The school will liaise with the placing local authority where necessary to support timely admission.
- (3) Sibling includes step-, half-, foster- and adopted siblings living at the same address, and full siblings living apart.
- (4) 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.

Parents applying under a faith-based criterion must complete the school's Supplementary Faith Form (SFF) and return it directly to the school by the Local Authority common application closing date for the normal admissions round, or with an in-year application. If clergy or a designated church officer is unavailable to endorse the form, a written statement from the relevant place of worship may be accepted; parents should contact the school for advice. Personal data will be processed in accordance with the school's Data Protection Policy and used only for admissions purposes.

Years of regular attendance will be counted in whole years from the date regular attendance began to the closing date for applications. A period of unavoidable absence, such as maternity leave or medically evidenced absence, will not break an otherwise continuous period where this is confirmed by the parent/carer and clergy or designated church officer. Where records are unclear, the Governing Body may seek corroboration from the relevant place of worship. Years are capped at '5+ years' for ranking purposes.

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)

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- (6) Where there are more applicants than places within a criterion, priority will be given to children living nearest to the school. Distance will be measured in a straight line from the child's permanent home address to the school's main gate using Trafford Local Authority's geographical information system and Ordnance Survey address points. The home address is the child's permanent residence and may be verified. Where a child lives at more than one address, evidence of the main residence will be required. If two or more otherwise equal applicants for the final place live the same distance from school, random allocation will be used as the final tie-breaker and supervised by a person 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 Governing Body is unable to offer a place, parents/carers have the right to appeal to an independent appeal panel in accordance with the School Admission Appeals Code. For refused applications in the normal admissions round, the decision letter will explain how to appeal, the applicable deadline and the clerk's contact details in line with the Local Authority timetable. For an in-year refusal, an appeal should be lodged within 20 school days of the decision letter. Appeal forms and further information are available from the Clerk to the Governors at office@smpsflinton.co.uk Parents/carers may submit a written case and attend the hearing. Notice of the hearing will be provided in accordance with the statutory appeals timetable.
- (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. Names will remain on the waiting list until the end of the academic year in which the application was made unless parents/carers request removal in writing. The list will be re-ranked whenever a child is added or an applicant's circumstances change and will be reviewed at least once each term. Parents/carers will be contacted if a place becomes available.

- (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) Nursery to Reception: Attendance at St Michael's Nursery does not guarantee or give priority for admission to Reception. Parents/carers must apply through the Local Authority common application process and, where a faith-based criterion is relevant, submit the school's Supplementary Faith Form by the published deadline.
- (12) Accessibility and reasonable adjustments: The school will make reasonable adjustments to the admissions process for parents/carers or children with additional needs, including communication, sensory or mobility needs. Families requiring support to complete a form, obtain faith evidence, visit the school or take part in an appeal should contact the Admissions Clerk or SENDCo at office@smpsflinton.co.uk
- (13) Applications from overseas and service families: Applications from families moving from overseas and children of UK service personnel will be considered in accordance with the School Admissions Code and Local Authority guidance. Evidence of the intended address or an official posting order may be requested. Where an address cannot be verified, the school will liaise with the Local Authority before determining eligibility.
- (14) False or misleading information: Where the school has reasonable grounds to believe that a false or intentionally misleading address or other information has been supplied to gain an unfair advantage, the application will be investigated and the Local Authority consulted where appropriate. Parents/carers will be given an opportunity to provide further evidence. An offer may be withdrawn where it was obtained through a fraudulent or intentionally misleading application, in accordance with the School Admissions Code.

- (15) 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. The school will respond within 15 school days of receiving a completed application and any required supplementary evidence. Where a place is available it will be offered; where an application is refused, the decision will explain the reasons and the right of appeal. 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. Admissions records: Records of applications, allocations, tie-break procedures and appeals, including any supervised random allocation, will be retained for six years in accordance with Local Authority guidance and the school's Data Retention Schedule. The school will maintain an audit trail for each admissions decision.
- (16) 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

Equality and inclusion: The Governing Body has considered the equality implications of these arrangements and is satisfied that they comply with the Equality Act 2010. An Equality Impact Assessment was completed on September 2026 and is available from the school on request.

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.

