

## Admissions priorities for places in St Michael's Church of England High School



### Academic Year 2019/2020

The Admissions Policy of the Governors of St Michael's Church of England High School is as follows:

The ethos of St Michael's Church of England High School respects all faiths. We ask all applicants applying for a place here to respect this ethos and its importance in their behaviour, attitude, expectation and commitment towards St Michael's. This does not affect the right of parents who are not of the Christian faith to apply for and be considered for a place here.

The school's Admission Number for the school year 2019/20 is 240.

Where the number of applications is lower than the school's admission number, all applicants will be admitted.

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see **Note 1:** below).

#### CRITERIA FOR ADMISSIONS

1. Children who are in the care of the local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children having a brother or sister at St Michael's at the time of admission (see **Note 2** below).
3. Children accepted on religious grounds: applications based on this criterion must be accompanied by a completed declaration form signed by a faith leader to signify attendance at a place of worship at least 12 times within the last 12 months.
4. Children prioritised by distance measured in a straight line from a child's home to St Michael's main entrance (as determined by the Headteacher). The child's address for admission purposes, is the address where the child is permanently resident with his or her parent or legal guardian. Where a child lives with parents with shared responsibility, the home address will be considered to be the address where the child lives for the majority of the week (see **Note 3** below).

#### OVER-SUBSCRIPTION

Priority will be given to those who have a brother or sister attending St Michael's Church of England High School at the time of admission. Priority will then be given to children on religious grounds, followed by those living closest to the school determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the applicant's home address and the main entrance of the school as defined by the Headteacher. The local authority uses a computerised system, which measures all distances in miles.

If offering places within any one of the criteria would cause the schools admission number to be exceeded, then children living nearest will be offered first. Distances are measured by the Local Authority. If two or more applicants share the same distance to a school and only one place is available, the applicant to whom the place will be offered will be determined by random selection (unless these are multiple births – in this case all the siblings will be admitted).

**Note 1:** Children with a Statement of Special Educational Needs or and Education, Health and Care (EHC) Plan that names the school must be admitted providing that their needs can be met by the school. This will reduce the number of places available to other applicants.

**Note 2:** The definition of a brother or sister is:

- A brother or sister sharing the same parents
- Half-brother or half-sister, where two children share one common parent
- Step-brother or step-sister, where two children are related by a parent's marriage

The children must be living permanently in the same household.

**Note 3:** The home address of a pupil is the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week (Sunday night to Thursday night). Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

### **APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP**

If parents wish for their child to be considered for admission to a class outside of their normal age group, they must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Governing Board. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Governing Board will consider requests submitted and advise the parents of the outcome of that request before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Headteacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

### **APPEALS**

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to the Local Authority. Appeals will be heard by an independent panel.

### **REPEAT APPLICATIONS**

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

### **LATE APPLICATIONS**

Applications received after the Local Authority's designated closing date for receipt of applications 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 prevented you from applying earlier).

### **APPLICATIONS OTHER THAN THE NORMAL INTAKE TO Y7 (Mid-year applications)**

Applications made outside the normal admissions round (mid-year admission) should be made directly to the Local Authority. Parents/carers can apply for a place for their child at any time and to

any school. On receipt of a mid-year application the school will notify the local authority of both the application and its outcome to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.

If the number of applications for a Year 8 to 11 place exceeds the number available, criteria 1-4 will be used to prioritise the applications.

#### **WAITING LISTS**

Waiting lists are kept until the end of the autumn term in the year of admission, after which, they will be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list is produced in strict order of priority, against the over-subscription criteria. When a new child joins the waiting list, all applicants on that list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

#### **MID-YEAR FAIR ACCESS POLICY**

The Governing Board has adopted the local authority Fair Access Protocol for admission of previously excluded or hard to place children. This can be viewed on the local authority website [www.sandwell.gov.uk](http://www.sandwell.gov.uk)