

# Admission Arrangements and Oversubscription Criteria

## Academic Year 2018/2019

Headteacher: **Mrs J Gray, MSc, NPQH**

St Michael's Church of England High School • Rowley Learning Campus • Curral Road • Rowley Regis • West Midlands • B65 9AN  
Telephone: **0121 561 6881** • Fax: 0121 561 6882 • email: [contact.staff@st-michaels.sandwell.sch.uk](mailto:contact.staff@st-michaels.sandwell.sch.uk)

St Michael's CE High School is a voluntary aided secondary school with a published admission number (PAN) of 240. The Governing Body is the admissions authority. In the event of oversubscription, the following admission priorities will apply:

1. Children who are in public care and children who were previously in public care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children with a particular medical condition. Applications submitted under this criterion must be accompanied by a medical declaration form (ASU75M) signed by the child's general practitioner or consultant confirming the condition, detailing the child's needs and specifying why, in their opinion, St Michael's CE High School is the only or most appropriate to meet the child's needs. All applications under this criterion will be assessed to decide whether the child's needs can be met most appropriately by St Michael's CE High School.
3. Children having a brother or sister at St Michael's CE High School at the time of admission.
4. Children accepted on denominational grounds, supported by the church.  
Applications based on this criterion must be accompanied by a completed declaration form signed by a priest, minister or community leader to signify attendance at church on at least one occasion per month.
5. Children prioritised by distance measured in a straight line from a child's home\* to the school's main entrance (as determined by the Governing Body).

NB. Children with a Statement of Educational Needs or an Education & Health Care Plan (EHCP) (previously known as Statement of Educational Needs), naming St Michael's CE High School will be admitted before all other applicants.

Note:

\* Measured from the Local Land and Property Gazetteer address base for the property. In all cases, should the number of applicants exceed the number of places available, places will be allocated on the basis of distance between home and school, as measured in a straight line from home to the main entrance to the school as determined by the Governing Body with priority being given to those living closest to the school.

### **Additional arrangements for year of entry admissions to St Michael's CE High School 2018/2019**

#### **1. Late applications**

Late applications for places will only be considered alongside those received by the closing date under the following circumstances:

If your application is received after the closing date and not covered by one of the circumstances below then it will be processed after consideration of all on time and accepted late applications.

- When the applicant has bought, rented or leased a house or flat and has moved into Sandwell after the closing date, but before the allocation of places has been made.

- When the applicant has moved home within Sandwell to an address more than three miles from their previous address but closer to the preferred school after the closing date but before the allocation of places has been made.
- When a child who is in public care (looked after) or was previously in public care moves into Sandwell after the closing date, but before the allocation of places has been made.
- When a sibling has commenced at St Michael's after the closing date but before the allocation of places has been made.
- When the applicant is a single parent and was prevented from submitting their application on time due to long term illness of more than six weeks' duration from the date on which application forms became available.

## 2. **Waiting list**

Places will be offered initially to applicants whose forms have been received by the closing date or whose application has been considered as being made on time (under 1 above).

Any preferences which cannot be met following the application of the admission priorities together with any late requests which have been made and which the governing body does not consider as being late for a good reason will be put on a waiting list which will be ranked in accordance with the published admission priorities.

Waiting lists will be maintained until 31 December proceeding the year of entry and will then be discarded.

Places will only be offered from the waiting list in the event that the number of confirmed offers (including those offered as a result of independent appeals) is less than the published admission number.

## 3. **Further applications in the same academic year**

The governing body will only consider more than one application in the same academic year if one or more of the following significant changes apply:

- (a) The child becomes looked after by the local authority;
- (b) The child has a medical condition which was not present when the previous application was considered;
- (c) The child's brother or sister has been admitted to the school and was not there at the time of the last application;
- (d) The applicant has changed address since the previous application was considered and the applicant now lives closer to the school;
- (e) A vacancy arises in the relevant year group.

#### 4. **Changing or adding new preferences**

Once a parent/carer has submitted an application they will be able to amend it online before the closing date. However, if the closing date has passed it will not be possible unless they meet the criteria to be considered as a “late” application (in 1 above).

#### 5. **Twins and multiple births**

Special conditions will apply in the event that one child from a set of twins or other multiple births does not gain admission to the school through the admissions criteria. The governing body will exceed the admission number for the school to prevent separation of twins or children from multiple births.

#### 6. **Tie breaker**

In the event that two or more applicants tie for last place during the allocation process the final place shall be decided by the tossing of a coin.

### **Definitions used in admissions administration**

#### 1. **Brother and sister (Sibling)**

The definition of a brother or sister is:

- (a) a brother or sister sharing the same parents\*;
- (b) a half-brother or half-sister, where two children share one common parent\*;
- (c) a step brother or step sister, where two children are related by a parent’s marriage\*;
- (d) adopted or fostered children\*,  
\*and living at the same address;
- (e) children of unmarried parents and living at the same address.

It does not include:

- (a) cousins or other family relationships;
- (b) brothers or sisters who, at 1 September in the year of entry will not be registered pupils at the preferred school (not including nursery);
- (c) brothers or sisters who, at 1 September in the year of entry will be in the sixth form at the preferred school.

#### 2. **Children in Public Care**

A child in public care means 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 (see section 22 (1) of the Children Act 1989) at the time an application is made.

An adoption order is an order under section 46 of the Adoptions and Children Act 2002.

A child arrangement order (previously residence order) is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.

Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **3. Home address**

The home address of a child is the address at which a parent with parental responsibility lives. It may also be the address at which a child resides (and sleeps) for the majority of the school week (Sunday to Thursday night). In the event of a query on the home address we will require two examples from the following list;

- Proof of Housing Benefit
- Council Tax
- Tenancy Agreement
- One utility bill (gas, water or electric)
- TV Licence
- Landline telephone bill
- DWP benefit notification letters
- Electoral register