

## **St. Michael s C of E Primary School, Bishop s Stortford** **Reception/In Year Admissions Policy 2021-2022**

St. Michael's School is a Voluntary Aided Church of England Primary School with an attached Nursery Class. The school's published admissions number (PAN) is 30. Hertfordshire County Council (HCC) operates an agreed co-ordinated admissions scheme in line with government legislation. HCC will coordinate the process on behalf of the school according to the scheme published each year. The Governing Body, as the Admission Authority, will allocate the available places in line with this policy.

All applications must be made online via the HCC website or paper form via the HCC Customer Service Centre. The closing date for applications to be received by HCC is 15<sup>th</sup> January 2021. Information on completing the online and paper application form and notification dates is published on the HCC admissions website:

[www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions)

Parents/carers applying under categories 3, 4, 5 or 6 of the Oversubscription Criteria below should also complete our Supplementary Information Form (SIF) and return it to the school office by the closing date given above. If a SIF is not completed, the Governing Body will apply their admission arrangements using the information submitted on the HCC form only, which may result in your application being given a lower priority. No SIF need be completed if applying under categories 1, 2 or 7.

The school provides for the admission of all successful applicants who have reached their 4<sup>th</sup> birthday by the end of August 2021. St Michael's operates a single Reception intake policy. However please note the following:

- a. The Governors will admit a child with an Education, Health and Care Plan which names St Michael's School. These children will be admitted as part of the school's PAN but before the oversubscription criteria are applied.
- b. The Governors co-operate with the HCC's Fair Access protocol for children who are hard to place. Children admitted under this protocol will be prioritised over any children on the school's continued interest list and can if necessary be admitted even if the relevant year group is full and the PAN has already been reached.
- c. If the school is not oversubscribed it will admit all children of the correct age who apply to join the Reception year. If the school receives more applications than places available the oversubscription criteria set out in the table below will be used to allocate all available places.
- d. Parents of children currently in our Nursery must reapply for a place in Reception. Attendance at St Michael's Nursery does not guarantee a place in our Reception class.
- e. Parents can request part time attendance until the child reaches compulsory school age.
- f. This paragraph will apply where a parent of a **'summer-born' child (1 April – 31 August)** wishes their child to start school in the autumn term following their fifth birthday.

If parents do not take up the offered place before the start of the summer term of the school year of entry, then they would have to re-apply for a place in Year 1. This would be treated as an In Year application.

However if parents wish such a child to be educated "out-of-year group" i.e. in the Reception Year rather than Y1 they may request this and should discuss it with the school as soon as possible. Such applications will be considered by the governors on a case by case basis. Each case will be judged on its individual merits but to admit out of year group would require exceptional and extenuating circumstances and professional evidence explaining why the child's needs cannot be met in the chronological year group.

All such parents should apply for their child's normal age group at the usual time and may submit a request for admission out of the normal age group at the same time.

The governors will respond to this request prior to the offer of a place being made. If the request is agreed to the application can be withdrawn for that year before the place is offered.

If the request is refused, parents may decide whether or not to accept the offer of a place for the normal age group, or refuse it and make an in-year application for admission into Y1 for the September following the child's fifth birthday. Where a parent's request has been agreed, they must make a new application as part of the main admissions round the following year.

Requests for admission "out-of-year group" which are made after a summer-born child has already accepted a place in our Reception class for the school year 2020-21 and is in school at the time of the "out-of-year group" application for 2021-22 will (in general) be rejected.

Parents of summer-born children attending St Michael's Nursery that wish their child to remain in the nursery setting must notify the school before the end of the Spring term (i.e. prior to Easter break). The nursery can then take the number of summer born children continuing for another year into account when allocating places for September. Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

- g. This paragraph will apply to any request by a parent for a child to be educated outside that child's chronological year group **other than** in connection with an application for a Reception place for a "summer-born" child. All such parents should apply for a place for their child in their child's normal age group at the usual time and at the same time make a formal request to the governing body for the child to be placed in a different chronological year group. Such applications will be considered by the governing body on a case by case basis. Each case will be judged on its individual merits but to admit out of year group would require exceptional and extenuating circumstances and professional evidence explaining why the child's needs cannot be met in the chronological year group. Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

### Oversubscription Criteria

<b>Category 1 (CLA) (see note 2)</b>	<b>Children looked after and children who were looked after but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order.</b>
<b>Category 2 (Siblings) (see note 3)</b>	<b>Children who will have a sibling on the school roll at St Michael's at the time of admission.</b>
<b>Category 3 (Children of Staff) (see note 4)</b>	<b>Children of permanent staff directly employed by the school where the member of staff has been employed for two or more years by the school and/or has been recruited to fill a vacant post for which there is a demonstrable skill shortage.</b>
<b>Category 4 (St. Michael's or Holy Trinity Church – Sun worship or Wed Eucharistic worship)</b>	<b>Children of one or more parents/guardians who have, at the time of application, and for a period of eighteen months previously, attended on average twice a month at either:</b> <ul style="list-style-type: none"> <li>• <b>Sunday worship at St. Michael's Church or Holy Trinity Church, Bishop's Stortford or</b></li> <li>• <b>Wednesday morning eucharistic worship at St. Michael's Church or Holy Trinity Church, Bishop's Stortford</b></li> </ul>
<b>Category 5 (Other C. E. Churches - Sunday)</b>	<b>Children of one or more parents/guardians who have, at the time of application, and for a period of eighteen months previously, attended Sunday worship at another Church of England Church on average twice a month.</b>
<b>Category 6 (St Michael's – Wed non-eucharistic worship or Other Churches – Sunday)</b>	<b>Children of one or more parents/guardians who have at the time of application and for a period of eighteen months previously, attended on average twice a month at either:</b> <p><b>*Wednesday morning non-eucharistic worship at St Michael's Church, Bishop's Stortford; or</b></p> <p><b>*Sunday worship at another Christian Church affiliated to 'Churches Together in England' or 'The Evangelical Alliance'.</b></p>
<b>Category 7</b>	<b>Any other children. No SIF is required if an application is being made under this category.</b>

#### **Admission Policy Notes**

- In the event of there being an over-subscription of applications within any one of the above categories, the determining factor will be the geographical proximity of the child's home address to the school. This will be assessed using HCC's 'straight line' distance measurement used for all home to school distance measurements. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's home to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences. Where there is need for a tiebreaker, where two different addresses measure exactly the same distance from the School (in the case of a block of flats for instance), an independently verified, random, public draw (eg balls from a bag) will take place.
- The address provided must be the child's current permanent address at the time of application. "At the time of application" means the closing date for applications. "Permanent" means that the child has lived at that address for at least a year and/or that the family owns the property or has a tenancy agreement for a minimum of 12 months. The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer who claims Child Benefit/Child Tax Credit will be considered as the child's main residence. If a family is not in receipt of Child Benefit/Child Tax Credit alternative documentation will be requested by HCC. If a child's residence is in dispute, HCC will require the production of court documentation to evidence the address that should be used for admission allocation purposes. If two different

applications are received for the same child from the same address, e.g. containing different preferences, the application from the parent in receipt of Child Benefit will be processed if the applications cannot be reconciled.

**Fraudulent applications:**

The school, in liaison with Hertfordshire County Council, will do as much as possible to prevent applications being made from fraudulent addresses. Address evidence is frequently requested, monitored and checked and offers of school places will be withdrawn when false information is deliberately provided. Action will be taken in the following circumstances:

- ❖ When a child's application address does not match the address of that child at their current school;
  - ❖ When a child lives at a different address to the applicant
  - ❖ When the applicant does not have parental responsibility
  - ❖ When a family move shortly after the closing date of applications when one or more of the following applies:
    - The family has moved to a property from which their application was less likely to be successful
    - The family has returned to an existing property
    - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period
    - Council tax or other official/public records show a different residence at the time of application
    - When a child starts at the allocated school and their address is different from the address used at the time of application.
3. A "child looked after" is a child who is:  
(a) in the care of the local authority; or  
(b) being provided with accommodation by a local authority in the exercise of their social services functions.  
All children adopted from care or in the process of being adopted from care who are of compulsory school age are eligible for admission under category 1.
4. A "sibling" is a sister, brother, half-sister, half-brother, adopted sister or brother, child of the parent/carer or partner or a child looked after or previously looked after and in every case living permanently in a placement within the home as part of the family household from Monday to Friday at the time of application. A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.
5. Children of permanent staff are those where the staff member is the child's parent by blood or adoption, or the member of staff has legal parental responsibility for the child. The child must have lived at the same address as the parent employed by the school for at least one year at the time of application.
6. Parents applying within any of the church categories above (categories 4, 5 and 6) are required to provide written evidence of their own attendance from the relevant minister and have this evidence signed by the minister.
7. The phrase "at the time of application" refers to the closing date above, 15<sup>th</sup> January 2021.
8. Applications after the closing date of 15<sup>th</sup> January 2021, will be officially 'late applications'.
9. If a twin or multiple birth child is allocated the final place available, the school will also offer places to the other twin/multiple birth child(ren).
10. Parents have a right of appeal if their Reception application is turned down. There are set protocols and dates for the process of appeal. Parents wishing to appeal who applied on line through Hertfordshire's online system should log into their online application and click on the link 'register an appeal'. Out of County residents and paper applicants should contact the Customer Service Centre on 0300 123 4043 to request their registration details and log into <http://www.hertfordshire.gov.uk/schoolappeals> and click on the link "log into the appeals system."
11. After places have been offered, the school's continuing interest (waiting) list ("CI List") will be maintained by HCC. A child's position on the CI List will be determined by the admission criteria set out above and a child's place on the CI List can change as other children join or leave it. HCC, on behalf of the school's governing body, will contact parents/carers if a vacant place becomes available and it can be offered to a child. CI Lists will be maintained for every year group until the summer term (end of term in July). To retain a CI application after this time, parents/carers must make an In Year Application.
12. For In Year admissions you must apply online via the Hertfordshire Admissions website [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) . Please also complete the Supplementary Information Form available from the school's website [www.stmichaelsjmi.herts.sch.uk](http://www.stmichaelsjmi.herts.sch.uk) and email it to us, or request a paper copy from the school office and return it to the school. Please follow the oversubscription criteria above for information on the category to apply under. For more information on In Year admissions visit [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) . HCC will write to you with the outcome of your application and if you have been unsuccessful, will include registration details to enable you to log in and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) .



**RECEPTION/  
IN YEAR**

Date received	Term due to start	Applicant Book
Date acknowledged	Category	Computer
For School Office use only		Letter

**ST. MICHAEL'S C. E. PRIMARY SCHOOL  
APTON ROAD, BISHOP'S STORTFORD CM23 3SN**

**Supplementary Information Form  
2021-2022**

FULL NAME OF CHILD.....

DATE OF BIRTH..... MALE/FEMALE (Please circle)

NAMES OF PARENTS/STEP-PARENTS/GUARDIANS LIVING AT PERMANENT HOME ADDRESS

.....  
.....

PERMANENT HOME ADDRESS .....

.....  
.....POSTCODE.....

EMAIL ADDRESS .....

*(This will be used to confirm receipt of this form)*

TELEPHONE NO..... MOBILE NO .....

❖ I wish to place my application in Category ..... of the Governors Admissions Policy.

❖ Name of permanent staff member if applying under Category 3: .....

❖ Have you applied online via the Hertfordshire County Council website Yes/No

Signed (Parent/Guardian)..... Date.....

P.T.O.

If you are making an application under Categories 4, 5 or 6, please give below the required information, and have the form signed by the Church Leader of the relevant Church. To qualify in any of the church categories you must have attended services on average twice a month over the 18 months preceding this application.

This application is made under Category.....

Name of Church attended.....

When did you begin attendance at the Church?.....

Which service do you attend?  
(Sunday/Wednesday eucharistic/Wednesday non-eucharistic/Other).....

How frequently do you attend?.....  
If you have been in Bishop's Stortford less than 18 months please give the name and address of the Church you were attending before your move, and supply a letter from the Minister confirming your level of attendance

.....  
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Please give the name of the Church Leader/Minister/Vicar of your Church, who should sign this form below.

Name of Church Leader.....

Name of Church.....

This information given on this form is correct to the best of my knowledge

Signed.....

Leader of..... (Church)

Signature of Parent/Guardian.....

Date.....