

St. Michael's C. of E. Primary School, Bamford

Admissions Policy

Admissions to an Aided school are the responsibility of the Governing Body, in agreement with the Diocesan Board of Education and the Local Authority.

The Governing Body of St. Michael's Church of England Primary School, Bamford applies the regulations on admissions fairly and equally to all those who wish to attend this school. This Admissions Policy conforms to the regulations that are set out in the 2012 School Admissions Code and the guidance issued to schools by the Diocese of Manchester Board of Education in 2012.

Admissions procedures to the school follow the common admissions procedures of the Local Authority.

Responsibility for admissions is delegated to the Admissions Committee of the Governing Body.

Responsibility for admissions to fill 'casual' vacancies is delegated to the Head Teacher and Chair of Governors.

The standard number agreed for admissions to the Reception class is 30.

If the number of children applying for entry exceeds the places available, the criteria set out below are applied to determine whether a place at the school is to be offered.

ADMISSIONS PROCEDURE FOR ST. MICHAEL'S C. OF E. PRIMARY SCHOOL, BAMFORD

St. Michael's C. of E. Primary School is a Church of England School provided by the Diocese of Manchester and is maintained by the Rochdale Local Authority as a Voluntary Aided School. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for Admissions. For the school year commencing September 2013, the Governing Body has set its planned admission number at 30.

Application is made using the Common Application Form on line at www.rochdale.gov.uk/schooladmissions

Admission to the school will be made by the Governing Body subject to the following set of criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

Children with a statement of special educational needs in whose statement St. Michael's C. of E. Primary School is named will be admitted in accordance with the DfE School Admissions Code.

Over subscription criteria

1. Looked-after children and previously looked after children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special

guardianship order) specifying St. Michael's C. of E. Primary School will be admitted in accordance with the Department for Education (DfE) School Admissions Code.

2. Children who have a sibling at St. Michael's C. of E. Primary School.
3. Children of a parent/carer involved in regular worship at the Parish of St. Michael, Bamford.
4. Children of a parent/carer involved in regular worship at these Anglican Churches bordering on the boundary of the Parish of Saint Michael, Bamford according to proximity of their church to St. Michael's C. of E. Primary School: St. James, Ashworth, St. Paul, Norden, St. John, Bircle, St. George, Oakenrod, St. Clement, Spotland and St. Aidan, Sudden.
5. Children of a parent/carer involved in regular worship at other Christian churches recognised by Churches Together in England according to proximity of their church to St. Michael's C. of E. Primary School. These churches are Bamford Chapel, Jericho Methodist, Norden Methodist, Cutgate Baptist and Norden URC.
6. Children whose parent/carer lives within the parish boundary of the Parish of St. Michael, Bamford.
7. Any other children.

For all denominations, regular worship is defined as a minimum of 30 weekly parent/carer attendances in the year (week beginning Monday 14th November 2011 to Remembrance Sunday 11th November 2012) before application. In the event of oversubscription, a Supplementary Information Form will be sent to all parents who have indicated a faith allegiance on the Common Application Form.

A carer is defined as the person who has legal responsibility for the child.

A sibling is defined as a brother or sister, or step-brother or step-sister living at the same address as the child for whom application is being made. The sibling already in the school must be in attendance at school at the date of admission. Sibling priority will not be given where the brother/sister or step-brother/step-sister lives at a different address to the child for whom application is being made.

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.

A map of the parish boundary of the Parish of St. Michael, Bamford may be inspected at the school office. Parish information and boundaries can also be ascertained through the web-site www.achurchnearyou.com

In the event of oversubscription in any category, places will be offered to those living nearest to St. Michael's School.

This will be measured using the shortest suitable walking route. Walking distances are measured using a computerised mapping system which uses the Ordnance Survey integrated network to measure from the centre point of the child's home to the main pedestrian gate of the school. In the event of a tie-break within a block of flats, those living furthest from the communal entrance will be given priority.

Presentation of the Child Benefit Statement will be required as proof of residence.

Where there are more applications than places, the above over-subscription criteria will be applied and children who are not admitted will have their name placed on a waiting list. The names on the waiting list will be in the order resulting from the application of the admissions criteria. Late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. This waiting list will operate until the end of the Autumn Term only.

Deferred admission - Children will be admitted to the Reception class at the beginning of the Autumn term before their fifth birthday. Parents may request that their school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

Within year vacancies will be filled using the same oversubscription criteria if there are more applicants than there are available places.

Appeals Procedure

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Governing Body. An appeal must be made in writing to the Chair of Governors at the school within 14 days of notification of refusal. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at the school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned.

Admission to the St Michael's Nursery Class will not guarantee or influence any application for a place in school.

Monitoring and review

The policy will be reviewed annually and the review will take into account any changed circumstances, either in our school, in the local area or in legislation. Changes in guidance from the Diocesan Board of Education and the LA will be included in the review process.

The Governing Body will analyse information on intakes and applicants as part of the review process.

Signed:

Date: Autumn 2013

Date of next scheduled review: Autumn 2014