

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 2025, the Governing Body has set its planned admission number at 30 for the admission of pupils to the Reception Year.

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

If no more than 30 applications for admission to Reception are received, all applicants will be offered places.

Children with a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement or EHCP St. Michael's C. of E. Primary School is named will be admitted in accordance with the DfE School Admissions Code.

If the number of applications received is greater than the number of places remaining available (after the admission of any pupils with a statement of special educational needs or EHCP naming the school), the decision on the admission of other children to the school will be made by the Governing Body subject to the following set of criteria which will be applied in the order of priority set out below. The criteria should be read in conjunction with the accompanying notes and definitions.

Over subscription criteria

1. Looked after children and previously looked after children. (A "looked after child" is 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 at the time of making an application to a school. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject of a child arrangements order or special guardianship order).
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 and children with regular church attendance accompanied by a parent/carer or grandparent in the joint benefice of St. Michael's Bamford, St. Paul's Norden and St. James' Ashworth.
4. Children of a parent/carer involved in regular worship and children with regular church attendance accompanied by a parent/carer or grandparent at these Anglican Churches bordering on the boundary of the Benefice of Saint Michael's Bamford according to proximity of their church to St. Michael's C. of E. Primary School: St. John, Birclie, St. George, Oakenrod and St. Clement, Spotland.
5. Children of a parent/carer involved in regular worship and children with regular church attendance accompanied by a parent/carer or grandparent 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 and Norden URC, Moulding Methodist, Norden Methodist and Cutgate Baptist.
6. Children whose parent/carer lives within the parish boundary of the Parish of St. Michael, Bamford.
7. Any other children.

Admission to the St Michael's Nursery Class will not guarantee or influence any application for a place in school. A separate application must be made for a child seeking admission to the Reception Year.

Notes and definitions

For all denominations, regular worship and regular attendance has been defined as a minimum of 30* weekly attendances at church at public worship per year in the year before application (from Remembrance Day). Parents seeking admission under one of the faith-based criteria (criteria 3, 4 and 5) need to complete and return a Supplementary Information Form

For admissions to Reception according to the current oversubscription criteria relating to church attendance please note that:

In the event that during the period specified for attendance at worship the church has not been fully open 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 alternative premises have been fully open for worship.

For admission to Reception, for all denominations, regular worship and regular attendance are defined as a minimum of 57%* weekly church attendances (week beginning Monday 13th November 2023 to Sunday 10th November 2024) before application. Church attendance is defined as attendance at church for services that are regular, free and open to the public. Fully open is defined as being open without a booking system in place due to Covid 19.

*57% attendance is equal to 30 out of 52 weeks as required. It is calculated as the number of weeks attended divided by the number of weeks church is fully open x 100). Parents seeking admission under one of the faith-based criteria (criteria 3, 4 and 5) need to complete and return a Supplementary Information Form to the school as well as the Common Application Form that must be returned to the local authority.

A list of Christian churches recognised by Churches Together in England can be viewed at www.cte.org.uk

A carer is defined as the person who has legal responsibility for the child. A grandparent is defined as the parent of either of the child's parents.

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.

Infant classes must not contain more than 30 pupils except in certain limited exceptional circumstances. 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. The child's home address will be taken to be the home in which the child sleeps for the majority of the school week.)

Evidence of current residence will be required.

Final tie-breaker - If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

Waiting list - 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 31 December at the end of the Autumn Term only.

Deferred entry - If a child is due to start school, application must be made for September. If the child's fifth birthday is between the months of September and December, then, if parents wish, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term. It is likely to be in the child's interest to start no later than January.

A separate procedure is followed where requests are received for admission outside a child's normal age group (see below)

In-year admissions - 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 Local Authority using the appropriate form available by contacting Pupil Services. 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 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.