



As agreed by the full Governing Body on 29 September 2001

To be reviewed annually as directed by the LEA Agendas for Full Governing Body Meetings

This policy has been taken from the Primary Admissions Guidance for Church of England Controlled Schools provided by Staffordshire LEA and is reviewed annually as a requirement of Section 33 of the 1986 Education Act.

The closing date for applications to all primary schools is specified by the LEA during the Autumn Term each year.

Priorities for Admission Criteria

If the number of applicants for admission to St Michael's School exceeds the school's Published Admission Number (currently 60 pupils), then the LEA will use the following criteria when admitting pupils to our Reception Classes.

- a) Pupils whose statutory statement of special needs names the preferred school as the most appropriate mainstream school that meets the pupil's needs.
- b) Pupils living within the catchment area of the school.
- c) Pupils who at the time of application have an elder brother or sister in attendance at St Michael's and who will still be attending the school at the proposed admission date.
- d) Pupils who satisfy both of the following tests:

Test 1:

They are distinguished from the great majority of applicants either on medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report, (obtained by the parents). It must clearly justify, for health reasons only, why it is better for the child to attend the preferred school rather than any other school.

Exceptional circumstances must relate to the choice of school, i.e. the circumstances of the child, not the economic or social circumstances of the parent and be supported by a professional report, e.g. social worker, justifying why it is better for the child to attend the preferred school rather than any other school.

Test 2:

They would suffer hardship if they were unable to attend the school.

- e) Pupils whose parents are regular attenders of the Church of England; or of a church in communion with the Church of England; or of a church which is affiliated to the Council of Churches for Great Britain and Northern Ireland or the Evangelical Alliance. Evidence of such attendance will be required in the form of a letter from a minister of the church concerned.
- f) Other pupils arranged in order of priority according to how near their home addresses are to the school by the shortest walking route as measured by DataMap Geographical Information System.

Where it is not possible to accommodate all pupils within a particular group then the LEA in accordance with the remaining criteria will allocate the available places. For example if there are insufficient places for all catchment area pupils, places will be offered to those pupils who live in the catchment area and also satisfy criteria (c), then those who live in the catchment area and satisfy criteria (d) and so on.

Looked After Children falling in to any of the categories above will be given first priority for places within that category.

All applications are considered against the publicised criteria with no priority awarded for early application. Late applicants will only be considered in exceptional circumstances.