

# St Michael and All Angels Church of England (Aided) Infant School Admissions Policy from September 2020 - 2021



## Admissions to Year R

This policy will apply to all admissions from 1 September 2020, including in-year admissions.

The Governing Body of The Oaks CE Learning Federation is the admissions authority for St Michael and All Angels Church of England (Aided) Infant School (**The School**). The admission arrangements are determined by the Governing Body, after statutory consultation.

The Published Admission Number (PAN) for St Michael and All Angels Church of England (Aided) Infant School is 30. The PAN is the number of places for children available in the year group above.

A guiding principle of admissions to this school is that the school should serve its local community, defined in the trust deed of 30<sup>th</sup> November 1849 as the ecclesiastical parishes of St Michael and all Angels (Lyndhurst), All Saints (Minstead) and Christ Church (Emery Down). These parishes are referred to as (*"The area served by the School"*). The policy aims to be clear, fair and objective and to comply with all relevant legislation. A map of the area served by the school is available in school and forms part of this policy.

Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

## Admission Criteria

1. **Looked after children or children who were previously looked after.** (see Definition A)
2. **(For applicants in the normal admission round only)** Children or families who have a **serious medical, physical or psychological condition**, which makes it essential that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support. If evidence is not submitted by the application deadline, the application cannot be considered for priority under this criterion.) (see Definition B).
3. Children of staff (see Definition E) who have, (i) been employed at St Michael and All Angels CE Aided Infant School for two or more years at the time at which the application for admission to the school is made, or (ii) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children **living in the catchment area** of the school: (see Definitions C)
  - (i) Children who at the time of application have a **sibling** (see Definitions D) on the roll of the school or Bartley CE Junior School (Controlled) who will still be on roll at the time of the sibling's admission.
  - (ii) Children with a parent who is an active member of the Church of England (see Definition F) and who requests admission on denominational grounds and provides evidence.
  - (iii) Other children living in the catchment area of the school.
5. Children **living out of the catchment** area of the school:
  - (i) Children who at the time of application have a **sibling** (see Definitions D) on the roll of the school or Bartley CE Junior School (Controlled) who will still be on roll at the time of the siblings' admission.
  - (ii) Children with a parent who is an active member of a Christian church included in the list of Churches Together in England and who requests admission on denominational grounds and provides relevant evidence. (see Definition F)
  - (iii) Other children.

## Definitions

### A Looked after children or children who were previously looked after

This criterion provides a priority for children who are (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 the definition in section 22(1) of the Children Act 1989). It can also be used for children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order. An adoption order is an order under the Adoption Act 1976 and section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).]

### B Serious medical, physical or psychological condition

Where a place is requested for a child or family who have a serious social or medical, condition, you must supply supporting independent evidence at the time of application confirming the reason(s) why attendance at The School is essential rather than any other school. You must also describe the difficulties that would be caused if the child had to attend another school. The evidence should be provided by a suitably qualified medical professional. The evidence will be considered carefully in confidence by the admissions committee of The Governing Body, who will endeavour to reach a fair and equitable decision.

### C The Catchment Area

The catchment area for St Michael and All Angels Church of England Infant School is the Ecclesiastical Parishes of St Michael and all Angels (Lyndhurst), All Saints (Minstead) and Christ Church (Emery Down). The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

### Moving home & UK service personnel & crown servants

Places can only be offered on the basis of future moves on the basis of:

- a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- a tenancy agreement confirming the renting of a specific property relevant to the application;
- a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or
- in the case of UK service personnel and Crown servants, an official government letter (MOD, FCO or GCHQ) letter declaring a relocation date and the unit or quartering address.

### D Siblings

'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, step brother or step sister, foster siblings, and includes children living as siblings in the same family unit. Categories 3(i) and 4(i) includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

### E. Staff

'Staff' includes all those on the payroll of the school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.

### F. Active member of a Christian Church

'Active member of a Christian church' is defined as attending worship at a for the previous two years before the deadline for admissions of **midnight on 15 January 2019**. Parents applying under this criterion are required to complete a Supplementary Information Form (SIF), which asks for declaration and verification of your active membership. The SIF, which is available from the County website [www.hants.gov.uk](http://www.hants.gov.uk) or the school website [www.oakscelearningfederation.sch.uk](http://www.oakscelearningfederation.sch.uk), must be completed and returned to the school by **midnight on 15 January 2019**. (As it is a paper form that needs to be signed, the SIF is not available for completion online.)

**NB:** *In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed 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 in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.*

### Churches

Antiochian Orthodox Church, Apostolic Congress, Armenian Orthodox Church, Assemblies of God, Baptist Union of Great Britain, Catholic Bishops' Conference of England and Wales, Cherubim and Seraphim Council of Churches, Church of England, Church of God of Prophecy, Church of Scotland (Presbytery of England), Churches in Communities International, Congregational Federation, Coptic Orthodox Church, Council of African and Caribbean Churches UK, Council of Lutheran Churches, Council of Oriental Orthodox Christian Churches, Elim Pentecostal Church, Evangelical Lutheran Church of England, Evangelische Synode Deutscher Sprache in Großbritannien, Exarchate of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate), Free Church of England, Ground Level, Ichthus Christian Fellowship, Independent Methodist Churches, International Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Malankara Orthodox Syrian Church Indian Orthodox Church), Mar Thoma Church, Methodist Church, Moravian Church, New Testament Assembly, New Testament Church of God, Oecumenical Patriarchate, Pioneer, Redeemed Christian Church of God, Religious Society of Friends, Ruach Network of Churches, Russian Orthodox Church (Moscow Patriarchate), Salvation Army, Transatlantic Pacific Alliance of Churches, United Reformed Church, Wesleyan Holiness Church.

## Additional Information

### Tie-breaker

If the school is oversubscribed from within any of the above categories or subcategories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances (normally from the Ordnance Survey home address point to the school address point). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. If it still not possible to decide between two applicants who are equidistant then a random allocation will be made to allocate the final place. An explanation of the method of making random allocations is on the council website.

### Who can apply

Only a parent can apply for a place at a school. A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989.

### How to apply

The Local Authority operates a Co-ordinated Admissions scheme which processes all main round (ordinary) admission applications. They also publish a Composite Prospectus which details all admission arrangements for schools within the Local Authority. Please see [www.hants.gov.uk](http://www.hants.gov.uk) for the prospectus and details of the scheme.

You must complete a Local Authority Application Form available from website [www.hants.gov.uk](http://www.hants.gov.uk). If you wish to use the "Active member of a Christian church" criteria to support your application you must also complete a Supplementary Information Form (SIF). This form is available from the Local Authority Website, website [www.hants.gov.uk](http://www.hants.gov.uk) or the school website [www.oakscelearning.federation.co.uk](http://www.oakscelearning.federation.co.uk) or as a paper copy from the school office.

### Offering places

The Governing Body will consider first all those applications received by the published deadline of **midnight on 15 January 2020**. Notifications to parents offering a school place will be sent by the Local Authority on **16<sup>th</sup> April 2020**.

Applications made after **midnight on 15th January 2019** will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

### Pupils with an Education, Health and Care Plan

The governors will admit any pupil Education, Health and Care Plan naming the school. Where possible such children will be admitted within the PAN.

### **Multiple births**

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

### **In-year applications (ordinary)**

The allocation of any places which may become available during the year will be made on the basis of the current Admissions Criteria. There are no deadline dates for in year applications. Applications must be made using the Local Authority Admission Form available on line at [www.hants.gov.uk](http://www.hants.gov.uk). Any parent with parental responsibility can apply for a place for their child at any time to any school. The Governing Body will decide whether a place can be offered at the school.

### **In-Year Fair Access placements by the local authority**

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

### **Waiting lists**

When all available places have been allocated, waiting lists will be operated by schools on behalf of the local authority. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;
- periodically, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

At the time of receiving an offer of a school place parents will be advised of the process for adding their child's name to a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

### **Starting school**

Pupils born between 1 September 2015 and 31 August 2016 (inclusive) are entitled to full-time schooling from September 2020. Parents can choose to defer their child's admission until later in the school year (but not beyond the start of the term after they reach compulsory school age). Children can also attend part-time until they reach compulsory school age. Parents must discuss their child's starting arrangements with the school once an offer has been secured.

Children with birthdays between:

\* 1 September and 31 December 2015 (inclusive) reach compulsory school age on 31 December 2020, at the start of the spring term 2021.

\* 1 January and 31 March 2016 (inclusive) reach compulsory school age on 31 March 2021, at the start of the summer term 2021.

\* 1 April and 31 August 2016 (inclusive) reach compulsory school age on 31 August 2021, at the start of the new school year in September 2021.

Parents of summer born children (those born between 1 April and 31 August) who are particularly concerned about their child's readiness for school can request to delay their child's entry to Year R for an entire school year until September 2021. This is called decelerated admission. In making such a request, parents would be expected to state clearly why they felt decelerated admission to Year R was in their child's best interests. It is recommended that parents considering such a request contact the local authority in the autumn term 2019 to ensure that an informed decision is made. Guidance on decelerated admission for summer born

children, including how to make a request, is available on the County website at [www.hants.gov.uk/ad-summerborn](http://www.hants.gov.uk/ad-summerborn).

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so, parents should include a request with their application, specifying why admission outside the normal age group is being requested and which year group they wish their child to be admitted. Decisions will be made based on the circumstances of the case and in the best interests of the child.

### **Admission Appeals**

If you are unsuccessful in gaining a place for your child at The School you will be informed by The Local Authority in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

### **Warning**

Places are withdrawn every year because parents give a false 'home address' on application forms. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to The Governing Body attention will be investigated. The Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

### **Legislation**

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2014)

### **Further Information**

If you require further information about applying for a place at St Michael and All Angels Church of England (Aided) Infant School, please contact The School.

St Michael and All Angels CE Infant School  
High Street  
Lyndhurst  
Hampshire  
SO43 7BB

Telephone: 023 8028 2244  
Email: [adminoffice@lyndhurst.hants.sch.uk](mailto:adminoffice@lyndhurst.hants.sch.uk)

Map of the ecclesiastical parish / catchment area of the school.

See link: <http://www3.hants.gov.uk/schooldetails?dfes=3360#catchment>

The screenshot shows a web browser window displaying the school's website. The browser's address bar shows the URL: <http://www3.hants.gov.uk/schooldetails?dfes=3360#catchment>. The page title is "St Michael And All Angels Church Of England Infant School [3360]". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content includes a navigation menu on the left with options like "Education home", "Learners", "Parents", "Governors", "Schools", "Emergency School Closures", "Find a school in Hampshire", "Hampshire school holidays", "Schools Budget Shares", "Teachers and school staff", and "Children's Services home page". The main content area features the school's name, a "Choose a different school" link, and a "School catchment area" section. The "School catchment area" section includes a map of the area around Southampton, with a blue shaded region indicating the school's catchment area. The map shows various roads, including Ringwood Rd, Lyndhurst Rd, and Beaulieu Rd, and landmarks like New Forest National Park. The browser's status bar at the bottom shows the time as 12:05 and the page was last updated on 22 August 2012.

## St Michael and All Angels Church of England (Aided) Infant School SUPPLEMENTARY INFORMATION FORM

**Only for use to support admission applications using the 'Active member of a Christian church' criteria.**

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed 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 in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

The purpose of the Supplementary Information Form is to declare and have verified that one parent is an 'Active member of a Christian church'.

You must complete this form, have it signed by an authorised church official, return it to The School as soon as possible but before the deadline of **midnight on 15 January 2019**.

**(The authorised church official is usually the priest of your church or if there is none, a person authorised to do so by your church. Should there be an interregnum the SIF may be verified by a churchwarden or other suitably qualified official on behalf of the parish. Please ask at your church, or the church school you are applying to, who has been authorised to verify your declaration)**

I		(Parent Name)
Of		(Address)
Being the Parent of		
	(Child's Name)	(Child's Date of Birth)
applying for a place at	<b>St Michael and All Angels Church of England (Aided) Infant School</b>	

declare that I have attended worship at a church in the list of Churches Together in England at least twice a month for the previous two years before the deadline for admissions of <b>midnight on 15 January 2019</b> .	please tick
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Please give the name of the church you attend in the space below. Thank you.

Name of Church:

Parental signature (Please sign below)	Please print your name below.
Date:	

**PLEASE GET THIS FORM SIGNED BY THE PERSON VERIFYING YOUR DECLARATION**

I verify that the information given above is correct.	
Signature	
Please print your name	
Status within the church (Vicar / Priest in Charge etc)	
Date	
Your contact address / telephone	

The information you give may be processed electronically and stored on computer for administrative purposes in accordance with the Data Protection Act 1998.

**When completed and signed by the church official please return to St Michael and All Angels Church of England (Aided) Infant School as soon as possible and not later the closing date of midnight on 15 January 2019.**

**For School Use Only**

Accepted by The School as a verified 'Active member of a Christian church' declaration and signed on behalf of the Governing Body by

Name of person signing on behalf of the Governing Body.	Name	Signature	Date
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## **CHURCHES**

Antiochian Orthodox Church, Baptist Union of Great Britain, Cherubim and Seraphim Council of Churches, Church of England, Church of God of Prophecy, Church of Scotland (Presbytery of England), Churches in Communities International, Congregational Federation, Coptic Orthodox Church, Council of African and Caribbean Churches UK, Council of Oriental Orthodox Christian Churches, Elim Pentecostal Church, Evangelische Synode Deutscher Sprache in Großbritannien, Exarchate of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate), Free Church of England, Ichthus Christian Fellowship, Independent Methodist Churches, International Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Lutheran Council of Great Britain, Mar Thoma Church, Methodist Church, Moravian Church, New Testament Assembly, New Testament Church of God, Oecumenical Patriarchate, Redeemed Christian Church of God, Religious Society of Friends, Roman Catholic Church, Russian Orthodox Church (Moscow Patriarchate), Salvation Army, Transatlantic Pacific Alliance of Churches, United Reformed Church, Wesleyan Holiness Church