

# Policy



## St Michael's Easthampstead CE Primary School

### Admissions Policy

At St Michael's we are a community of active learners who **go above and beyond** in everything we do, equipping ourselves to make a difference in our own lives and in the lives of others.

<b>Policy Name</b>	Admissions Policy
<b>Brief Description:</b>	This document provides details of the school's admissions arrangements, setting out how children will be admitted and the criteria that apply if there are more applications than places.
<b>Status: Statutory/non-statutory</b>	Statutory Policy
<b>Approval level: HT/Governors/FGB</b>	FGB
<b>Policy determined by the Governing Board on:</b>	5 February 2024
<b>Frequency to be reviewed</b>	Annually
<b>Date of Last Consultation</b>	2022
<b>Next Consultation Due</b>	October 2029
<b>Signed:</b>	
<b>Position:</b>	Chair of Governors
<b>Date of Signature:</b>	22 February 2024

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## **Our vision**

A community of active learners who go above and beyond in everything they do, equipped to make a difference in their own lives and the lives of others.

## **Our ethos**

St Michael's Easthampstead School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can flourish, develop a love of learning and acquire the skills to make a difference in their own lives and the lives of others. We welcome applications from families of all worldviews and ask all families applying for a place at the school to be respectful of our ethos and values.

St. Michael's is a voluntary aided Church of England primary school and as such the Governing Body of the school is the admissions authority and determines the policies and arrangements by which pupils will be admitted to the school. The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities. This policy is based on the Diocese of Oxford model policy for admissions. The Local Authority for the borough of Bracknell Forest operates a scheme for co-ordinating arrangements for admissions to primary schools within their area. St Michael's school is a part of this scheme.

## **Admission arrangements to the Reception Year in September 2025**

At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2020 and 31 August 2021 may apply for them to be admitted to the Reception Year in September 2025. There are 30 places (the published admission number or PAN) available.

## **Deferred entry**

Parents of a child whose fifth birthday falls between 1 September 2025 and 31 March 2026 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2025/26), although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it. Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the head teacher.

## **Summer born children**

For children whose fifth birthday falls between 1 April 2026 and 31 August 2026 (summer born children) who do not reach compulsory school age until September 2026, parents who do not wish them to start school in school year 2024/25 but to be admitted to the Reception Year in September 2026 should proceed as follows: They should apply at the usual time for a place in September 2025 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2026. Parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. The school will consider the request carefully and, if it is agreed, this should be clear before the national offer day (17 April 2025), and their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than 15 January 2026) for a Reception place in September 2026. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2025 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of

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the of the summer term 2026 for a Year 1 place in September 2026. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2025/26 Reception Year group. NB agreement by the school in 2025 to defer does not guarantee a place in September 2026 – the normal over-subscription criteria apply.

### **Application process**

Parents (see Note 1) wishing to apply for the Reception [Foundation] Year in September 2025 must complete the common application form (CAF) provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2025. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be sent by the home LA on 17 April 2025.

Parents living within Bracknell Forest are encouraged to apply using the online application site via the council's website. Information on how to do this will be available in the Parent's Guide and on the Bracknell Forest Council's website.

### **Over-subscription criteria**

Children with an Education, Health and Care (EHC) Plan naming St Michael's Easthampstead School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (See Note 2)
2. Families who have exceptional medical or social needs that make it essential that their child attends St Michael's Easthampstead School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)
3. Children with a normal home address (See Note 4) within the Ecclesiastical Parish Easthampstead and with a sibling (see Note 5) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
4. Children with a normal home address within the Ecclesiastical Parish of Easthampstead.
5. Children with a normal home address outside the Ecclesiastical Parish of Easthampstead and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
6. All other children.

### **Home to school distance**

Proximity of the child's home, as measured by the radial distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 6 should the need arise. In the event that two distance

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measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

### **All other admissions**

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have 30 places. Applications must be made directly to the school using the application form available on the school's website or directly from the school. If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-6 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Body up to half a term [using the three-term year] in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half term break.

### **Admission outside normal age group**

Requests from parents for places outside a normal age group will be considered carefully, e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

### **Waiting lists**

The school maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. Parents should be aware that their child's name can go up or down the waiting list according to the priority of new additions to the list, for example someone moving into the area is placed on the appropriate place on the waiting list. The school maintains the waiting list until the end of each academic year. Parents wishing their child to remain on the waiting list for the next academic year must make a new application.

### **Multiple births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 30 for Reception 2024/25 or the number of places 30 in other year groups.

### **Fair access**

The school participates in Bracknell Forest's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

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## **Appeals**

There are established arrangements for appeals against non-admission. Parents will be informed of their right of appeal if they are refused a place. An appeal against refusal of a place at the school should be made by the parent(s) to the Bracknell Forest Council. The Appeals Clerk will be asked to arrange a hearing before an independent panel, at which the parents will be expected to attend. A school Governor will present the case on behalf of St Michael's Easthampstead Primary School at the appeal hearing. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the Admissions Secretary at the school.

## **Further information**

Further information can be obtained from the Admissions Secretary at the school  
St Michael's Easthampstead C of E (Aided) Primary School,  
Crowthorne Road,  
Easthampstead,  
Bracknell  
RG12 7EH  
01344420878  
[secretary@stmicheast.co.uk](mailto:secretary@stmicheast.co.uk)

## **Notes**

Note 1: "Parent" is defined in law (The Education Act 1996) as either:

- a) any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- b) any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Note 2: By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

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Note 3: When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring St Michael's Easthampstead School. This supporting evidence must clearly demonstrate why the school is the only school suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 4: The normal home address means the address where the parent or legal carer of the child lives with the child unless it can be proved that the child is resident elsewhere with someone else who has legal care and control of the child. Childcare arrangements are not sufficient reason for listing another address.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

All addresses for Bracknell Forest residents will be checked via the Revenue Services department. Non-Bracknell Forest residents will be required to provide a copy of their current council tax notice. If any discrepancies are found it remains the applicant's responsibility to satisfy the Admissions Authority that they live at the address that they state. Providing an address where the child does not live permanently in order to secure a place at a school may amount to a fraudulent act. If fraud is suspected then further proof may be requested. If fraud is established then any offer of a school place will be withdrawn. If a parent/carer owns a property within the Borough which they do not occupy and/or rent out and then move into another property within, or nearer to the designated area of the preferred school, the address of the property they own will be the address used for determining their designated area, unless the owned house has been rented out for 12 months prior to the date the form was received. If an applicant already owns a property within the borough which is in the process of being sold Bracknell Forest is able to accept the address of the new property on submission of the appropriate evidence in support eg. a solicitor's letter showing completion. The address must be a permanent address, temporary addresses are not acceptable. If applicants are in the process of moving house within Bracknell Forest they should contact School Admissions Team for further advice. If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

Families of UK service personnel with a confirmed posting to the Bracknell Forest area (or Crown Servants returning from overseas to live in Bracknell Forest) will be able to make an application for a

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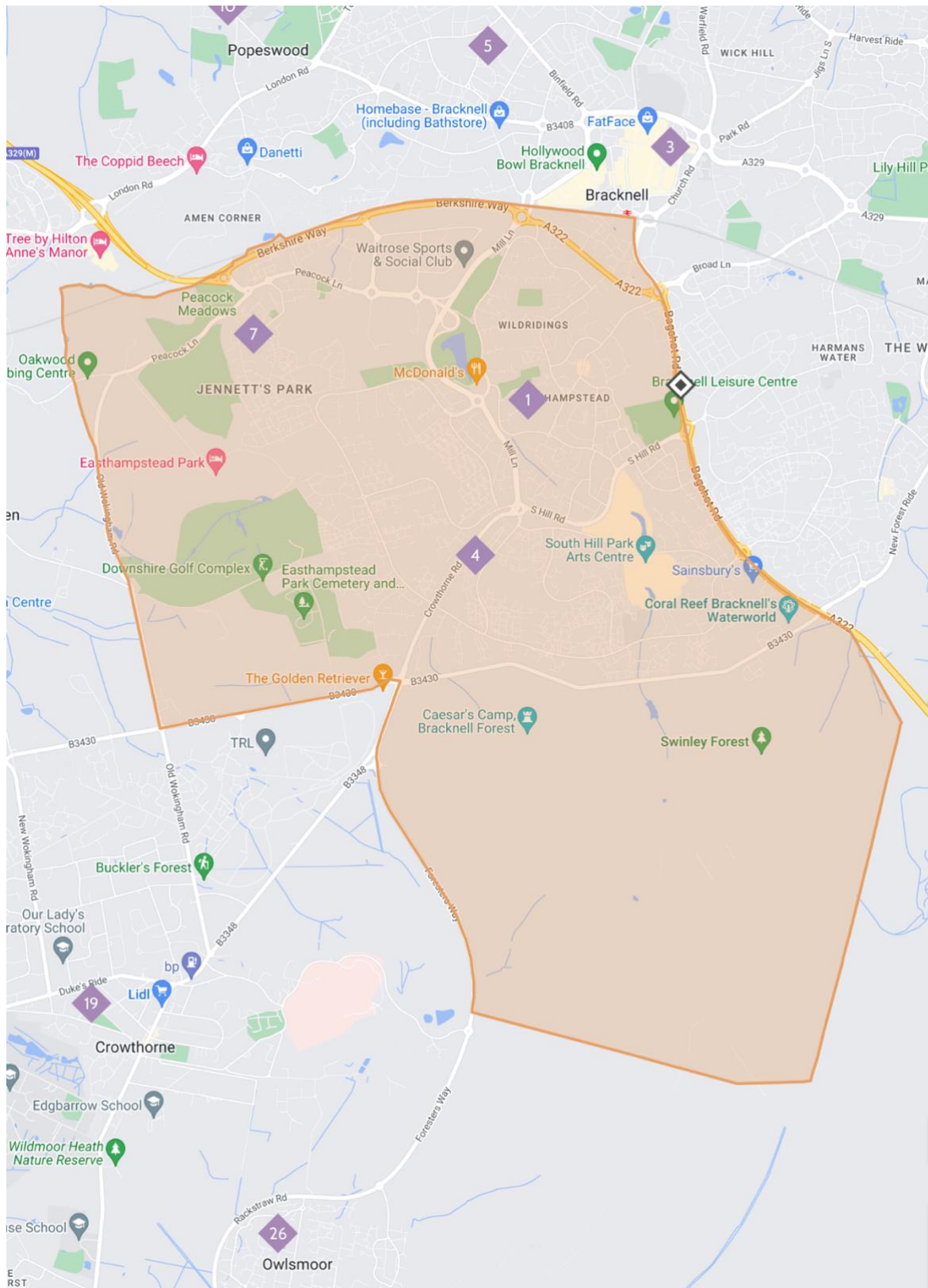
school place if it is accompanied by an official government letter declaring a relocation date and a Unit postal address or quartering address. For those who already live in Bracknell Forest a formal letter from their chain of command verifying their address would be accepted. Families must indicate on the application form if they are a service family and wish to be considered under this category.

Note 5: Sibling is defined in these arrangements as children who live as brother or sister in the same family unit at the same address, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 6: The radial distance used to determine proximity of the home to the school will be measured by Bracknell Forest's Geographical Information System: Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system.

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## Map of Ecclesiastical Parish of Easthampstead



You can check whether or not you live in the Ecclesiastical Parish of Easthampstead using this tool: <https://www.achurchnearyou.com>

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**Admissions in September 2024** (This information will be added once known.)

The school received \_\_\_ applications expressing a preference for admission to the Reception Year in 2024 by the closing date in January 2024. These were ranked as follows:

Children with statements or EHC plans naming the school

Category 1

Category 2

Category 3

Category 4

Category 5

Category 6

\_\_\_ places were offered.

**Admissions in September 2023**

The school received 67 applications expressing a preference for admission to the Reception Year in 2023 by the closing date in January 2023. These were ranked as follows:

Children with statements or EHC plans naming the school - 0

Category 1 - 0

Category 2 - 0

Category 3 - 1

Category 4 - 2

Category 5 - 10

Category 6 - 54

30 places were offered.

The admissions criteria that applied for admission in September 2023 were as follows:

Category 1: Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (See note 6)

Category 2: Both category 2 requirements must be satisfied in order to fall within this category.

- a) Children whose parent or parents (see note 1) live/s with the child at their usual home address (see note 2)

where one parent, who lives with the child, attended an Anglican church service\* within the parish of Easthampstead (see Parish Map attached), as listed in Appendix II, at least twice a month during at least 10 months in both of the two years prior to the date of application (i.e. 10 months in year 1 and 10 months in year 2). The first qualifying church attendance must be two or more years prior to the date of application. If attendance is under two years, proof of similar attendance from a previous Anglican parish will be necessary.

- b) The vicar, priest or minister of the applicant's church must complete the section of the Supplementary Form confirming the parent(s) attendance at church.

Category 3: Both category 3 criteria must be satisfied in order to fall within this category.

- a) Children whose parent or parents (see note 1) live/s with the child at their usual home address (see note 2) within the Anglican parishes of Easthampstead or Bracknell Team Ministry (as shown on the maps attached), where one parent, who lives with the child, attended another

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Anglican church\* at least twice a month during at least 10 months in both of the two years prior to the date of application (i.e. 10 months in year 1 and 10 months in year 2). The first qualifying church attendance must be two or more years prior to the date of application. If attendance is under two years, proof of similar attendance from a previous Anglican parish will be necessary.

- b) The vicar, priest or minister of the applicant's church must complete the section of the Supplementary Form confirming the parent(s) attendance at church.

Category 4: Both category 4 criteria must be satisfied in order to fall within this category.

- a) Children whose parent or parents (see note 1) live/s with the child at their usual home address (see note 2) within the Anglican Parishes of Easthampstead or the Bracknell Team Ministry (as shown on the map attached), where one parent, who lives with the child, attended another Christian church\* that is part of the group of Churches Together in Britain and Ireland or of the Evangelical Alliance at least twice a month during at least 10 months in both of the two years prior to the date of application (i.e. 10 months in year 1 and 10 months in year 2). The first qualifying church attendance must be two or more years prior to the date of application. If attendance is under two years, proof of similar attendance from a previous Christian church will be necessary.
- b) The vicar, priest or minister of the applicant's church must complete the section of the Supplementary Form confirming the parent (s) attendance at church.

Category 5: Either, children who already have a sibling (see note 3) for whom the parent also has parental responsibility who is on roll in St Michael's School at the time of the application and who is expected still to be in attendance at the time of the applicant's child's admission,

Or

Children of members of staff who a) are employed directly by the Governing Body and have been for two or more years at the time the application is made; such staff must work an average of 15 or more hours per week during school term time to qualify for this category, or b) children of any member of staff recruited to fill a vacancy for which there is a demonstrable skills shortage or where there has been significant difficulty in filling the post through the usual recruitment methods.

Category 6: Other children

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