



ST MICHAEL'S CHURCH OF ENGLAND SCHOOL ADMISSIONS POLICY 2021/22



St Michael's Church of England School has a distinctive Christian ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values.

We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our School and its importance to our community.

The Governors, who are responsible for admissions to this School, have agreed with the Local Authority to admit 60 children to reception in September 2021.

When there are more applications than places available, the Governors will admit pupils according to the following criteria that are listed in order of priority.

When deciding between applicants, who appear to have equal entitlement under the same criterion, the Governors will use proximity of the child's home address to the School (see Note 6).

Priority will be given to the applicant living nearest to the school in order of a straight-line distance from home to school as measured by Wandsworth Council's Geographical Information System; where applicants have identical distance measurements, priority amongst them will be determined by random allocation (see Note 6). St Michael's Church of England School is part of Wandsworth Council's co-ordinated system. This Policy is valid until 31 August 2022.

The Notes form part of the Admissions Policy/ Over Subscription Criteria.

Any unfilled Foundation Places will become additional Open Places; any unfilled Open Places will become Foundation. Unsuccessful Foundation Applicants will be automatically considered on equal terms with Open Places. Parents applying under criteria 1-3 will be asked to supply evidence as to whether the application comes under a Foundation or Open category. If any children are admitted under Criteria 1-3 or Education Health and Care Plan (Statement of Special Educational Needs), then the number of Foundation/Open places will reduce depending on category under which the children are admitted.*

OVERSUBSCRIPTION CRITERIA

Places will be first offered to children with a Education Health and Care Plan (Statement of Special Educational Needs) which names the school. These children will be included in the overall admission number of the school. In the event of oversubscription, the remaining places will then be allocated in the following order of priority:

- 1 Looked After Children:** Looked after children and those who ceased to be looked after children because they were adopted, or because they became subject to a residence order, child arrangements order or a special guardianship order (note 3);

2 Children with a professionally supported exceptional medical need or exceptional social need for a place at the school, as decided by the Board of Governors (see Note 4)

3 Children of teachers with Qualified Teacher Status, who have been employed by the Board of Governors to work at the School for two or more years at the time at which the application for admission to the School is made and/or are recruited to fill a vacant post for which there is a demonstrable skill shortage

4 FOUNDATION PLACES - up to forty (40) *

Places will be allocated to children whose parents/guardians are committed members of and regular worshippers (see Notes 1 and 2) at Christian Congregations which are full members of the Churches Together in England. Parents/guardians who wish to apply for a Foundation Place must also complete the St Michael's Church of England School Supplementary Form; this form must be supported by the Minister/Incumbent of their Church who must complete the supplementary form and return it to the school. If there is no supporting statement from the Minister/Incumbent, the application will be considered under category 5 (Open Places).

If there are more applicants than Foundation places available, priority will be given as follows:

(a) Children living within the priority area (see attached map) in the following order:

(i) Children who have a sibling on the roll of the school on the closing date for applications who will still be on the school roll on the date of admission (see Note 5)

(ii) St Michael's Church and St Stephen's Church (United Benefice): applicants considered under this Criterion must be committed members of and regular worshippers (see Notes 1 and 2) at St Michael's Church (Wimbledon Park Road, Southfields) or St Stephen's Church (Manfred Road, East Putney)

(iii) Holy Trinity Church, St Barnabas' Church, and St Paul's Church: applicants considered under this Criterion must be committed members of and regular worshippers (see Notes 1 and 2) at Holy Trinity Church (Beaumont Road, Wandsworth), St Barnabas Church (Lavenham Road, Southfields), or St Paul's Church (Augustus Road, Wimbledon Park)

(iv) Other Christian Congregations: applicants considered under this Criterion must be committed members of and regular worshippers (see Notes 1 and 2) at Christian Congregations which are full members by the Churches Together in England

(b) Children living outside the priority area (see attached map) in order of categories 4a (i), 4a (ii), 4a (iii) and 4a (iv) above

5 OPEN PLACES – up to twenty (20) *

- (a) Children living within the priority area** (see attached map) in the following order:
- (i) **Children who have a sibling** on the roll of the school on the closing date for applications who will still be on the school roll on the date of admission (see Note 5)
 - (ii) **Children living nearest to the School** by a straight-line measurement (see Note 6).
- (b) Children living outside the priority area** (see attached map) in order of categories 5a (i) and 5a (ii) above.

NOTES

Note 1

Committed Membership is expressed by an active involvement in at least two aspects of Church life and ministry (for at least two years before the closing date of application). If you and/or your minister/religious leader have/has moved over the last two years, you must also obtain a reference from your previous Church/place of worship or minister/religious leader so that you have references covering the complete period. The Board also expects that the child will accompany at least one parent/legal guardian to Church.

Some typical examples of active involvement which would demonstrate committed Church membership by at least one parent/legal guardian, are listed below.

- i. Membership of Church committees (eg PCC)
- ii. Position of responsibility (eg Churchwarden, Sunday School or House-group leader, sacristan)
- iii. Being involved in music at the Church (eg being a member of the Church choir)
- iv. Leading worship (eg being involved in - reading, serving, prayer rota, stewarding)
- v. Pastoral care (eg being a member of a parish visiting scheme, organising parish events)
- vi. Membership of Church group (eg House-group, Catechism group)

The points i-vi above represent the kinds of participation that are regarded as evidence of being active in the life of the Church. This is not an exhaustive or exclusive list and other forms of participation will be considered but must clearly exhibit a similar degree of commitment in terms of time and effort.

Note 2

Regular worshipper means attending Church at least twice a month for the two consecutive years immediately prior to the closing date for applications; if you and/or your minister/religious leader have/has moved over the last two years, you must also obtain a reference from your previous Church/place of worship or minister/religious leader so that you have references covering the complete period.

Note 3

Looked After Children A looked after child is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A residence order is defined by section 8 of the Children Act 1989. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989. The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

Note 4

Applications made on **exceptional medical grounds** must be supported by a current letter from a specialist health professional. Applications made on **exceptional social grounds** must be supported by a current letter from a social worker or other care professional working with the family. The letters must give reasons why the child's condition or circumstances make it necessary for the child to attend the school, and the difficulties that would be caused if they had to attend an alternative school. If this information is not provided by the application closing date, the application will not be considered under this criterion.

Note 5

A sibling is defined as a full brother or sister, a step/half brother or sister living at the same address, a child who is living at the same address as part of a family by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a Local Authority.

Note 6

The address you give must be your child's permanent address on the closing date for applications. Your child's permanent address is as defined in the Wandsworth Council booklet 'Choose a Wandsworth Primary School'. The distance used to prioritise applications will be measured in a straight line between the home and the centre of the school site. All measurements will be calculated by Wandsworth Council's Geographical Information System (GIS). Measurements by alternative systems and/or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, and there are insufficient places, priority amongst them will be determined by random allocation.

Note 7

Date of admission/deferred entry: Children will normally be admitted to the reception year in the September following their fourth birthday.

In line with the Admissions Code, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the

beginning of the final term of the Reception Year. Parents can also request that their child attends part-time until he/she reaches compulsory school age. (The school year runs from 1st September to 31st August)

Note 8

Admission of children outside their normal age group: Children will normally be admitted to the reception year in the September following their fourth birthday and the vast majority of pupils are educated within their normal chronological age group. Any request for admission outside of the child's chronological year of entry will be considered in accordance with paragraphs 2.17-2.17B of the Admissions Code. Such requests would normally apply to children that are summer born and there are significant reasons that would benefit the child's academic, social and emotional development by starting Reception in the following year as opposed to Year 1.

The Board of Governors, as the admission authority for the school, will consider requests on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information 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 headteacher's views will also be taken into account. Each case must be supported by a letter from a professional (e.g. GP, Hospital Consultant, Social Worker) that provides the reasons for admission outside of the chronological year group. If the request is approved, the application will then be considered in accordance with the school's oversubscription criteria in the event of oversubscription.

Parents have a statutory right to appeal against the refusal of a place at the school but this right does not apply if they are offered a place at the school but it is not in their preferred age group.

Foundation Applicants must complete and return Wandsworth Council's Form to Wandsworth and St Michael's Supplementary Form to the School (to be returned by the Minister/Incumbent). **Both forms must be returned by 15 January 2021** in order to be considered for a Foundation place. Failure to return the supplementary form will result in the application being considered under the Open places.

Open Applicants must complete and return Wandsworth Council's Form by 15th January 2021

ADDITIONAL NOTES

(These notes form part of the Admissions Criteria)

- A** The School is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Board of Governors is empowered to give consideration to a child where admission is requested under any local protocol which carries the agreement of both the Board of Governors and the diocese for the current admission year. The Board of Governors has this power even when

admitting such a child would exceed the normal admission number.

- B** Applications for the Reception Class must be received in accordance with the timetable set out in D below. Completing the form early does not establish priority.
- C** The address you give must be your child's permanent address on the closing date for applications. Your child's permanent address is as defined in the Wandsworth Council booklet 'Choose a Wandsworth Primary School'.
- D**
- | | |
|----------------------------------|--|
| Closing date for applications: | 15 January 2021 |
| Places offered: | 16 April 2021 |
| Parents accept places by: | Date as advised in offer letter |
| Deadline for receipt of appeals: | As set out on the school's website and K below |
| Appeals heard: | As advised by Wandsworth Independent Appeals Service |
- E** Successful applicants will be asked to accept their place in writing within the set period and to provide (a) a copy of the child's (short) birth certificate (not a photocopy), (b) an up-to-date utility bill or statement relating to your permanent address and (c) additional proof of your permanent address. If parents do not respond within the set period as detailed above, it will be assumed that the place is no longer required. If demand exceeds the number of places available, disappointed parents may appeal.
- F** After the closing date, the School will consider late applications in accordance with the procedure in Wandsworth Council's booklet 'Choose a Wandsworth Primary School'; this is explained in the booklet. Any child who is not offered a place can remain on the School's waiting list on which children are ranked in accordance with the School's published admission arrangements. The waiting list is kept open until 31st December; parents/guardians will be asked whether they wish to keep their child's name on the list. Applications received after the closing date will be inserted into the list in order of priority; this means that a child's position on the list can move up or down.
- G** The priority area shown on the enclosed map is the area within the line. This boundary line runs down the middle of roads.
- H** The Board of Governors will take advice from the Churches Together in England as to whether a Church is a full member of the CTE.
- I** An offer based on a false address or any other false information will be withdrawn.
- J** Parents of pupils who have a Education Health and Care Plan (Statement of Special Educational Needs) are required to apply for school places separately through the Local Authority from whom advice is available. If a child with a Education Health and Care Plan (Statement of Special Educational Needs) is placed in the school by the Local Authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will

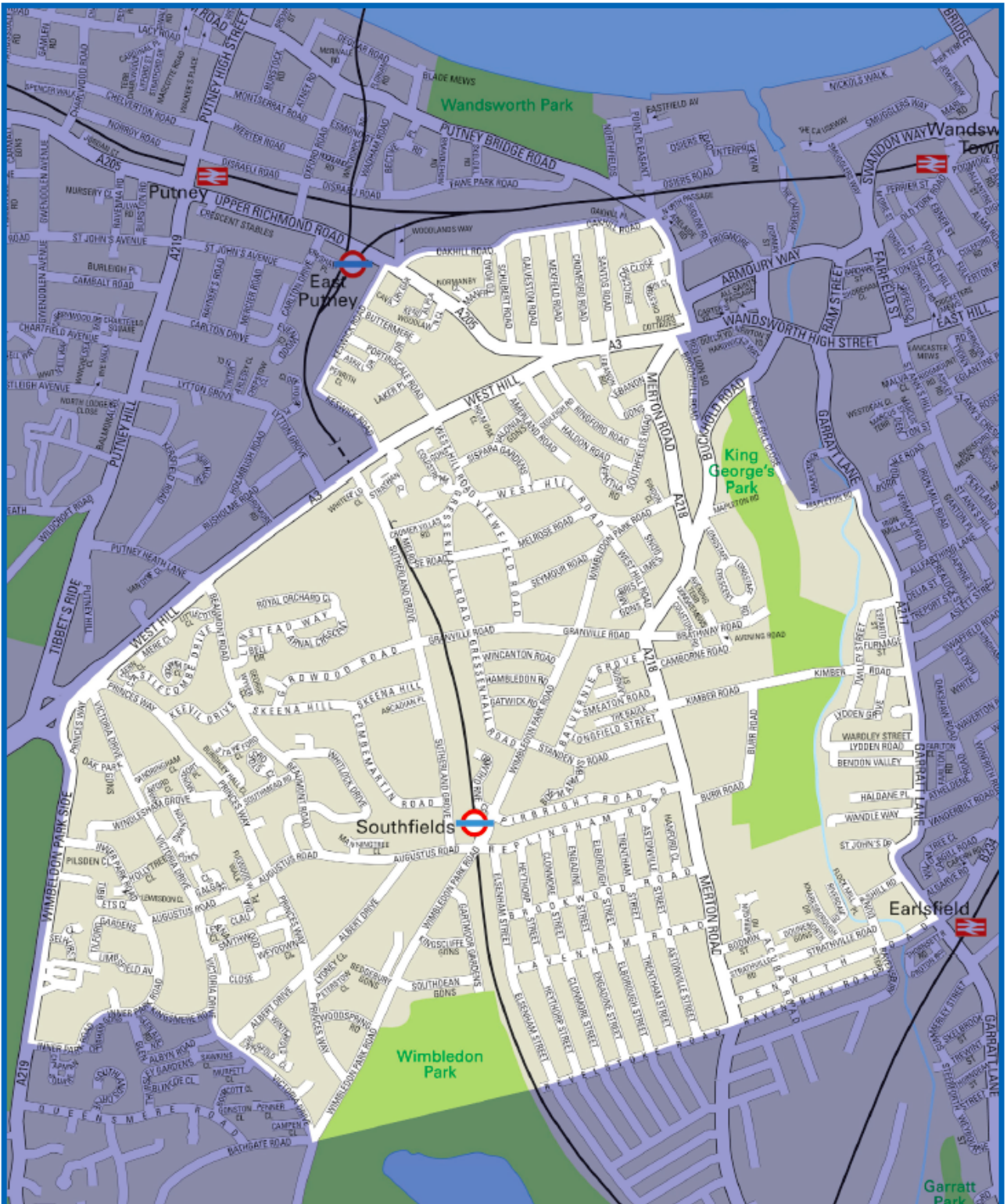
admit all those pupils whose statement, or EHC Plan, names the School

- K** Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the Wandsworth Independent Appeal Service (Wandsworth Town Hall, Wandsworth High Street, London SW18 2PU). The form should be sent to reach the Clerk to the Appeal Panel, c/o the Wandsworth Independent Appeal Service, within 20 days of the date of the letter confirming the Board of Governors' decision not to offer a place. Parents may not appeal twice for a place at the same school in the same year unless the Governors accept that there have been significant and material changes in the circumstances.

ADDITIONAL INFORMATION

- i. Parents of applicants are welcome to visit the School by prior arrangement during the year before admission.
- ii. Children starting in Reception Class in September and their parents will be invited to an afternoon meeting in June/July prior to entry, so that they can meet the staff with whom they will be working.
- iii. Applications for in-year admissions must be made to Wandsworth Council on the Council's in-year application form. The Council will refer the application to the school which will inform the applicant whether or not a place can be offered and advise the Council of the outcome.
- iv. Please refer to the school website for further details on admission arrangements:
<http://www.stmichaels.wandsworth.sch.uk/our-school/admissions/>

MAP OF PRIORITY AREA FOR ADMISSIONS TO ST MICHAEL'S C.E. SCHOOL



Please note that addresses on the inner edge of the blue line are classed as being within our priority area. Addresses on the outer edge (often this is the opposite side of the road) are not. See 'Additional Note F' on page 5.



ST. MICHAEL'S CE SCHOOL SEPTEMBER 2021 Entry



Primary School Admission Appeals Timetable

Appeals resulting from transfer applications for admission to Reception for September 2021 will be heard according to the following timetable:

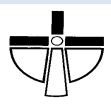
ACTION	DEADLINE
National Offer Day.	Thursday 16 th April 2021
Date by which an appeal must be submitted.	17 th May 2021 (20 school days)
Dates when appeals will be heard.	All appeals received by 17 th May 2021 will be heard in the period 22 nd June 2021 to 16 th July 2021
Dates when appellants will be sent notification of their appeal hearing.	7 th June 2021 to 1st July 2021 (10 school days in advance of the hearing)
Date by which the Clerk sends appeal papers to the parents, the panel and the admission authority.	10 th June 2021 to 6 th July 2021 (7 clear working days before the appeal hearing)
Deadline for appellants to submit additional evidence.	8:00am 3 working days before the appeal hearing
Decision letters sent to the Appellants.	Within 5 school days of the appeal hearing (whenever possible)

Appeals lodged after 17th May 2021 (known as late transfer appeals) will be heard within 40 school days of the appeal deadline or 30 school days of the appeal being received, whichever is the later date.



“Working together for the good of all”





SUPPLEMENTARY FORM 2021-22

to support a Foundation Application to

ST MICHAEL'S CE PRIMARY SCHOOL

Granville Road, London SW18 5SQ

Tel: 020 8874 7786 Email: info@stmichaels.wandsworth.sch.uk



SECTION A: (PARENTS TO COMPLETE THIS SECTION ONLY)

Surname of child: Forename(s):

Date of birth: Contact Number:

Name of parent(s)/legal guardians (s):

Address:.....

.....Postcode

Email Address:

You must have references completely covering **the two consecutive years immediately prior to the closing date for applications**. If you or your minister/incumbent has moved over the last two years **you must also obtain a reference from your previous church or minister/incumbent**. It is your responsibility to duplicate this form for such additional references.

NB: For September intake to a Reception class applications: a supplementary form **must be returned by your MINISTER/INCUMBENT** to the School by the **same date** as the common application form to Wandsworth Borough Council. **(15th January 2021)**

SECTION B: (THIS SECTION MUST BE COMPLETED BY THE MINISTER OR INCUMBENT NOT BY THE PARENTS. THE FORM WILL NOT BE CONSIDERED IF NOT COMPLETED CORRECTLY)

The parent(s)/legal guardian(s) of the child named above are applying for a Foundation Place at St Michael's CE Primary School. To be considered for a foundation place, the parent(s) must demonstrate that they have been a regular worshipper or worshippers at and are a committed member or members of a Christian church (see below) throughout the two consecutive years immediately prior to the closing date for applications. To support their application, please complete this form.

Full name and address of church:

.....

.....

Telephone number: Is your church Anglican? Yes No

If no, is your church:
a full member of Churches Together in England? Yes No

PLEASE TURN OVER

SECTION B CONTINUED: (THIS SECTION MUST BE COMPLETED BY THE MINISTER/INCUMBENT – NOT BY THE PARENTS)

COMMITTED MEMBERSHIP:

This is expressed by an active involvement in at least **TWO** aspects of church life and ministry (for at least two years before the closing date of application). The Board of Governors expects that the child will accompany at least one parent/legal guardian to Church. Some typical examples of active involvement, which would demonstrate committed Church membership by at least one parent/legal guardian, are listed below.

- Membership of church committees (e.g. PCC)
- Position of responsibility (e.g. churchwarden, Sunday School or Housegroup leader, sacristan)
- Being involved in the music at church (e.g. being a member of the church choir)
- Leading worship (e.g. being involved in reading, serving, prayer rota, stewarding)
- Pastoral care (e.g. being a member of a parish visiting scheme, organising parish events)
- Membership of church group (e.g. Housegroup, Catechism group)

Other forms of participation may be considered but must clearly exhibit a similar degree of commitment in terms of time and effort.

Is/are the parent(s)/legal guardian(s) committed members of your church/centre of worship?

Yes No

REGULAR WORSHIP

This means attending church at least **twice a month** for **two consecutive years** immediately prior to the closing date of application.

Has(ve) the parent(s)/legal guardian(s) worshipped at your church/centre of worship for a minimum of two years?

Yes No if 'No' please enter date joined and left your church

Dates:

Do/does the parent(s)/legal guardian(s) attend worship at least twice a month?

Yes No

In completing this form I, Minister/Incumbent confirm that the applicants are REGULAR and COMMITTED members of my parish.

Signature of Minister/Incumbent:

Date:

Name of Minister/Incumbent:

Please stamp with official church stamp or attach **signed** original compliment slip or **signed** church headed paper

Note to Minister/Incumbent: Once completed please return this form to St Michael's CE School, Granville Road, London SW18 5SQ (Minister/Incumbent may wish to make their own photocopy for their records)



ST. MICHAEL'S CE SCHOOL ADMISSIONS



INSTRUCTIONS FOR COMPLETING THE SUPPLEMENTARY FORM

- Parents are to complete Section A only. Please ensure that you write your email address clearly.
- Evidence of baptism is required and should be attached to the Supplementary Form.
- The form is to be given to your Minister or Incumbent to complete Section B.
- Please ask your Minister or Incumbent to take a copy of the form for their records.
- Once completed the [original form](#) is to be [returned to St Michael's School by your Minister or Incumbent](#) by the closing date of applications – 15th January.
- It is the [parents responsibility](#) to ensure that your Minister or Incumbent returns the form to the school by the closing date.
- The Admissions Department will send an email to you on or before 15th January to confirm that your Supplementary Form has been received, please do not contact the school before this date. If you do not receive a confirmation email please contact the school immediately.



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