



Parents wishing to apply for a place at St. Michael's Community Academy must apply through Cheshire East admissions by the published closing date, as shown on the Cheshire East Local Authority Co-ordinated Scheme.

The maximum number of new children we can accept each year is 60 (Published Admission Number - PAN). If there are any more applications than places available, the Governors, who are the Admissions Authority for the Academy, will operate the following oversubscription policy to determine the order of priority for admission:

- 1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.**
 - A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that local authority (as defined in section 22 of the Children Act 1989).
 - Children previously 'cared for' are children who were 'cared for' as defined above, but immediately after being 'cared for' became subject to an adoption, child arrangements order or special guardianship order. A child arrangements order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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).
- 2. Siblings** - pupils with brothers or sisters, stepbrothers or stepsisters, foster brothers or sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school (in years Reception through to Year 5) and expected to continue at the school in the following school year. (i.e. at the time of admission).
- 3. Children resident within the designated catchment area of the school.** Children will be classed within this criterion if they and their parents/carers are resident within the area served by the school.
- 4. Pupils living nearest to the school** measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's co-ordinate point to the point of the residence's coordinate point. Where distance is equal for two or more applications, a tiebreaker will be applied whereby places will be determined by random allocation.

We recognise that some children will have only just reached their fourth birthday when they are due to start school. These Reception class children will be offered a full-time place to start in the September of the academic year in which they will be five.

The admission of pupils with an Education Health Care Plan is dealt with by separate procedure. Such children will be admitted to the Academy if this school is named on the statement or plan. This is a statutory entitlement under Section 324 of the Education Act 1996.

Applications received after the closing date will be considered in line with the Local Authority Admissions Co-ordinated Scheme, as the scheme applies to all publicly funded schools in Cheshire East and to preferences expressed by Cheshire East parents”.

https://www.cheshireeast.gov.uk/schools/admissions/admission_arrangements/admissions-policies.aspx

Notes:

(a) Where a school cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission. For example, if a school cannot accommodate all siblings for whom an application has been received, all sibling applicants will be prioritised in the order of:

(b) Siblings (criterion 2) who live within the school’s designated catchment area (criterion 3)

(c) Siblings (criterion 2) who do not live within the school’s designated catchment area (criterion 3).

(d) All applicants within each criterion will be put into a distance order with priority being given to those that live nearest to the school, as stated in criterion 4 above.

(e) Where it is identified that there are a limited number of places available and the school cannot differentiate between the applications using the nearest school criterion (criterion 4) a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats or are children of a multiple birth living at the same address

Right of Appeal:

Parents, who wish to appeal against the Governors decision not to offer a place to their child, must do so by completing an Appeal form available from the school and returning this to St. Michael’s Community Academy, within 20 school days from the date of notification that the application for admission was unsuccessful. This will then be heard by an independent appeals panel. Repeat applications will not be considered within the same school year, unless the circumstances for the parent or school have changed significantly since the original application was made.

Waiting List:

Waiting Lists will only be held for the normal admission round (September admissions into the reception class) and only until the end of the autumn term. They will be held in criteria order and not on a “first come, first served” basis. Placing a child’s name on a waiting list does not affect the statutory right of appeal.

In Year Applications

Admissions into year groups other than Reception will be on an in-year transfer application basis and the allocation of places will be in line with the above order of priority. Applications can be made on the Local Authority online form, but they will be directed to the school for processing.

DELAYED ENTRY FOR SUMMER BORN CHILDREN

Children born between 1 April and 31 August are considered “summer born” children under the School Admissions Code and do not reach compulsory school age until 31 August on / following their fifth birthday.

Parents may decide to send their summer born child to school a year later than usual. The child would be admitted into their normal age group (Year 1) unless agreed otherwise. Parents should consider that their child will have missed Reception Year there may not be a place available in Year 1. Parents may request their child is admitted one year later than usual, outside their normal age group, to Reception.

Parents are strongly encouraged to make their requests in a timely manner, ideally well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions on school preferences when they apply for admission. If the choice is made to delay entry until the following September (A year below the normal age group) the following should be considered:

- Any secondary school the child moves to will not be obliged to continue to educate them outside of their normal year group.
- If the child does remain out of their normal year group in secondary school, they will reach statutory school leaving age before they have completed their secondary education.

Parents are advised to read the Department for Education Guidance for parents:

[Summer born children starting school: advice for parents](#)

ADMISSION OF CHILDREN OUT OF THEIR NORMAL AGE GROUP

Parents have a right to request that their child is admitted to a year group other than their normal year group at a school. This may be to a year group below or above, and there may be any number of reasons for making this request. Parents do not have a right to decide that their child will be admitted outside their normal age group. Parents should make their requests to the local authority in writing. Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests in a timely manner, ideally well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions on school preferences when they subsequently apply for admission. A separate request must be made to the Local Authority for each school being considered. A Panel of Officers will consider whether to agree the request in principle, or refuse the request as set out in appendix 2.

Process for requesting Admission of Children Out of their Normal Age group, in line with statutory guidance provided by the DfE:

Parent contact headteachers of preferred school(s) to discuss a potential request. Parents are advised to share information about their child and the reasons for the potential request to assist the Headteacher in providing a professional view.

Parent requests admission outside normal age group to the local authority including evidence to support their request.

The Local Authority will make a decision based on the circumstances of each case and in the best interests of the child concerned, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery 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. We will consider the views of the Headteacher of the School and, where provided, the Headteacher of any current or previous school. This is not an exhaustive list, and parents may put forward any matters for the Panel to consider.

The Local Authority will notify parent(s) of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the school. Agreement to admissions outside normal age group does not guarantee a place at the preferred school. Applications will be considered in line with the oversubscription criteria within these Admissions Arrangements. 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. Parents do not have a right of appeal against a refusal of a request for admission outside normal age group.

For summer born children:

If the request is approved

- Local authority notifies parent.
- parent withdraws application for reception place for chronological year group, if an application has already been made.
- parent can then apply for reception places the following year.

If the request is rejected - admissions authority notifies parent and provides reasons for rejection.

- parent decides whether to accept reception place for chronological year group if one has been offered, or delay child's start until following September and apply for a Year 1 place that year.
- parent rejects offer of reception place if offered in their chronological year group - child does not attend school for the year and parent must apply for a Year 1 place.
- parent accepts reception place if one has been offered for the chronological year group - child starts school in reception in their correct cohort.

Signed 

(Principal, St. Michael's Community Academy)



Signed **Daniel Blundred**

(Chair of Governors, St. Michael's Community Academy)