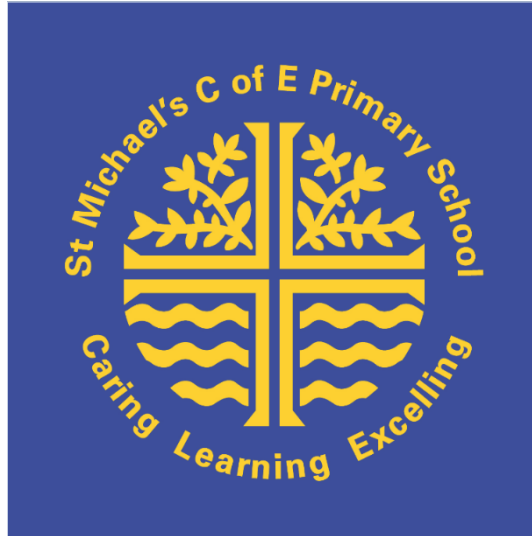




Admissions Policy 2025-2026

In our inclusive and caring church school community our actions are mirrors of our Christian values.

We strive to instil a love of learning through empowering all with the knowledge and skills that encourage them to be independent life-long learners; widening horizons and providing opportunities for all irrespective of their different starting points.

We have pride in who we are and excitement about who we can be.

This policy will be reviewed annually unless legislation or guidance requires a review before this date.

St. Michael's Church of England Primary School
Admissions Policy

THE ADMISSION OF CHILDREN

Children starting school in Louth today all begin in the academic year when they are 5. This means that a child could be four on the 31st of August and still start school in September. This policy is called 'early admissions'. Equally a child could be five on the 1st of September and be in the same year group as this child. At this age a year is a very long time in a child's life and children will enter school with vastly different needs.

In all areas of the country, where these early admissions are practised, children who are four are treated in a similar way to nursery children in Early Years settings. In our school such children will be in a classroom properly equipped to deal with the needs of early admissions.

You can send them off to school, with confidence, for the first time, knowing that **all** children will be given the type of experiences they need in their first year at school.

In our school, during the first few days of the autumn term, children attend on a half-day basis only. This is to allow the Foundation Stage teacher to further assess each pupil's individual needs and to allow a gradual introduction into the many aspects of school life which will be new and unfamiliar.

CRITERIA FOR FIRST ADMISSION

St. Michael's School has a Published Admissions Number (PAN) of 45 children. If a county or controlled school is oversubscribed, that is, there are more parents asking for places than there are places available, places are allocated according to the County admission criteria set out at:

<https://www.lincolnshire.gov.uk/school-admissions>

CHILDREN WILL BE ALLOCATED A PLACE BASED ON THE FOLLOWING CRITERIA:

- A. EHCP
- B. Looked after children and all previously looked after children
- C. Sibling, Nearest School and Religion
- D. Sibling and Nearest School
- E. Sibling
- F. Nearest School and Religion
- G. Nearest School: measured by straight line distance
- H. Religion
- I. Increasing order of straight line distance.

As a Church school, the Governing Body has opted to retain 'Criterion H', Church Attendance, as one of the admission criteria. However, Lincolnshire County Council have decided that this criterion should come below 'Criterion G', Nearest School measured by straight line distance.

Criteria H, or Church Attendance, is defined as regular (See *Note below) worship at a local Christian Church which is a member of 'Churches Together in Louth & District'. These are: St. James Parish Church, St. Michael's & All Angels, Holy Trinity, Stewton, Welton-le-Wold and South Elkington, Louth Methodist Church, South Elkington Methodist Church, Salvation Army, Louth Generations Church, Eastgate Union(URC/Baptist), St. Atelheards (Orthodox) and St. Mary's (RC).

****Note: For Church criteria to apply, we require regular monthly attendance at the place of worship for at least a year before making your application unless other arrangements are specified in the table. The attendance should be verified by a signed letter from an officiating minister at the place of worship. If you have only recently moved to the area the school can also consider evidence of an equivalent commitment to a place of worship at your previous address.***

Prospective parents are strongly advised to visit all primary schools in the Louth area before making their choice before applying online at www.lincolnshire.gov.uk/schooladmissions

Places for first admission will be offered during April of the Year for which your child is due to start.

FIRST ADMISSION RESERVE LIST

For admission into the intake years (reception at infant and primary schools) the school will keep a waiting list which we call a reserve list. If your child is refused a place at a school your child is automatically put on the reserve list, unless you have been offered a higher preference school. This list is in the order of the oversubscription criteria, as required by the School Admissions Code. This means that names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The governors do not take account of the time you have been on the list.

For intake years the list is kept by the School Admissions Team until the end of August each year. After this the School Admissions Code requires that schools keep the reserve list until the end of the autumn term, Community and Voluntary Controlled schools will keep the list to the end of the school year. You should contact the school for information about the reserve list.

All Community and Voluntary Controlled schools keep reserve lists for oversubscribed year groups. If you do not wish the school to add your child to the reserve list, you must let the school know. Schools will clear the reserve list at the end of each school year, if you wish your child to remain on the list you must let the school know. If your circumstances change you must let the school know so that they can rank the list accurately and allocate places in accordance with the oversubscription criteria to comply with the School Admissions Code. The governors do not take account of the time you have been on the list.

APPEALS

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by the County Council Legal Services Section and entirely separate from the admission system. The decision of the independent appeal panel is binding on all parties.

The school has a Pupil Admission Number of 45 places. Parents who do not obtain a desired place at our school either on first admission or at a request for a transfer may appeal to an independent committee if they wish to do so. The appeals process is set out in 'GOING TO SCHOOL IN LINCOLNSHIRE'. For details of how to appeal, parents should telephone the County Education Offices at 01522 552222.

MIDYEAR ADMISSIONS

The governors will accept admissions up to the Published Admission Number into all year groups. If the Governors are concerned that this would cause an infant class to be unlawfully large or prejudice to the provision of efficient education or the efficient use of resources they can ask County Council officers to review the information they will provide illustrating their concerns.

In exceptional circumstances it may be necessary to refuse a place although the year group has not reached the school's published admission number, the final decision to refuse places in this way will be made by County Council officers.

If there are more applications than places, then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place, then you will be told of the independent appeal system.

Parents can apply online at www.lincolnshire.gov.uk/schooladmissions

TRANSFERS FROM OTHER SCHOOLS

Parents seeking to transfer their child to St. Michael's from another school should first contact our school and check whether we have a space available. They should then contact the School Admissions Team at Lincoln to complete a Mid-Year Transfer Form to be returned to County Offices. These can be obtained by ringing 01522 782030 or by email at schooladmissions@lincolnshire.gov.uk

Primary Schools work together very closely on transfers from school to school within the Louth area. Headteachers will, naturally, make all pertinent information available to each other to assist in these transfers.

On receipt of a completed form, County Offices will either offer a place if one is available or advise the parent/s that one is not currently available. In line with the County Office document sent to parents to refuse an offer at their requested school, parents will need to make contact with the school to request that their child/ren is/are placed on the school's waiting list. The waiting list will be retained until the end of the academic year in July. Should a parent wish to keep their child on the waiting list longer they are free to do so by informing the school.

If a place becomes available, then the admission criteria from 'Going to School in Lincolnshire' will be applied.

FAIR ACCESS

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

CHILDREN OF UK SERVICE PERSONNEL (UK Armed Forces)

In order to meet the government's military covenant aimed at helping UK service personnel, and Crown Servants returning from abroad we have adopted the following arrangements.

For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address. This address will be used when considering the application against the school's oversubscription criteria
- Accept a Unit postal address or quartering area address for admissions purposes for a service child. For late co-ordinated applications and midyear applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces)

The school's Governors will consider whether:

- An application from that address would normally succeed in an oversubscribed year
- There is any child on the reserve list with higher priority under the oversubscription criteria. This is because we must only allocate places based on the criteria and must not admit a Services child ahead of another child with higher priority under the criteria
- The prejudice from admitting an extra child would be excessive. The Governors have discretion to admit above the admission number in these circumstances if they wish, but are not obliged to do so. We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements. We allocate a school as soon as possible by applying the policies and practices that we normally follow

FRAUDULENT OR MISLEADING APPLICATIONS

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

N.B. This information may be computerised and used for administrative purposes within Lincolnshire

County Council. All personal information computerised by the Council has to be registered and may be used and disclosed only as described in the Data Protection.