

St. Michael's CofE 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 having risen from 30 in 2012-13. 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 in the '**GOING TO SCHOOL IN LINCOLNSHIRE**' booklet or at <https://www.lincolnshire.gov.uk/parents/schools/school-admissions/find-a-school-place/starting-in-reception/>

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

- A. Looked after children and all previously looked after children.
- B. A brother or sister attending the school at the time of application, or who will be attending the school at the expected time of admission. In addition, in the case of infant schools, a brother or sister attending the associated junior school, or who will be attending the associated junior school at the expected time of admission.
- C. Nearest School: measured by straight line distance.
- D. Church criterion where in operation at certain Voluntary Controlled schools.
- E. Increasing order of straight line distance.

As a Church school, the governing body have retained 'Criterion D', the religious factor, as one of the admission criteria. However, as of 2017/18, Lincolnshire County Council have decided that this criteria now comes below 'Nearest School measured by straight line distance.

This criteria is defined as regular* worshippers 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 Christian Fellowship, Eastgate Union(URC/Baptist), St. Atelheards (Orthodox) and St. Mary's (RC).

Note: The religious grounds are given in the table in priority order. All schools 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.

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 School Admission 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 e-mail at schooladmissions@lincolnshire.gov.uk .

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

A place will be offered by County Offices on receipt of a completed form if a place is immediately available. If a place is not currently available the forms of applicants seeking transfers are retained on the school's waiting list 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 on informing the school. **If a place becomes available, then the admission criteria from 'Going to School in Lincolnshire' will be applied.**

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.

APPEALS

Appeals to decisions made under the above policy may be made by application to the Admissions Office, County Hall Lincoln. Tel: 01522 552222.

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.

To be reviewed according to the policy review timetable.

Policy to be reviewed September 2017