



## **ST MICHAEL AT BOWES CE JUNIOR SCHOOL** **ADMISSIONS POLICY**

The governing Body is responsible for the admission of pupils to St Michael at Bowes Church of England School and admits 90 pupils from Year 3 to Year 6 each September. This admission limit has been agreed between the Governing Body and the Local Authority

The school does not have any specific units for children with particular special needs. It has disabled access; there are ramps at the main entrance to the school and at the entrance to the playground. The school also has a lift for children with physical disability to be able to access the classroom on the second floor. As far as possible the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming St Michael at Bowes CE Junior School will always be offered places. If there is then 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, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. Written supporting evidence should be supplied, at the time of application, from the relevant LA
2. Children whose parent/carer or grandparent are regular worshippers\*(1) of St Michael at Bowes or St. Cuthbert's, Chitts Hill; written evidence of the applicant's commitment to their place of worship (in the form of a clergy reference) will be required
3. Children whose families are regular worshippers of another Christian denomination, as recognized by the CTBI/EA (see annex 1); written evidence of the applicants' commitment to their place of worship (in the form of a minister's reference) will be required
4. Children who have siblings (step/half/foster) attending the school at the time of admission
5. Children whose families are committed and regular members of another world faith\*(2). Written evidence will be required from the faith leader
6. Any remaining place will be given in order of the nearness to the home of one parent to the school, measured along the shortest safe walking route to the school's main gate

In the event that two or more applicants have equal rights to a place under any of the above criteria, the Governing Body will apply the subsequent criteria, in order of priority, to these applicants.

- (a) Children who attend Tottenham Infant School
  - (b) Where more than one applicant is the same distance from the school a decision will be made using random allocation.
- \* (1) Regular worship is consisted to be at least once a month for a year
- \* (2) Judaism, Hinduism, Islam, Sikhism,

If we are oversubscribed for a particular year, group parents can place their child on a waiting list. Applicants who wish to be placed on a waiting list will be ranked in accordance with the admissions criteria. Any vacancies will be offered to the family at the top of the waiting list.

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 school. The form should be sent to the Clerk to the Appeal panel, care of the school, within 14 days of the date of the letter confirming the governors' decision not to offer applications from these parents within the same academic year unless there have been significant and material changes in their circumstances.

#### In-year/casual admissions

Applications for in-year/casual admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the local authority will communicate the governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria (with the following modifications: children without an offer of a school place are given priority immediately after other 'looked after' children).

If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your rights of appeal. You will be offered the opportunity of being placed on a waiting list. This list will be maintained by the governing body in the order of the oversubscription criteria (as modified above) and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list so the LA can inform the parent that the school is making an offer.

\*\* "Note: 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. An adoption order is one 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)."

**REVIEW:** When required