St. Michael's Church School Admission Arrangements Policy 2026-2027

Policy Review Schedule

Version	Author	Summary	Review Date	Next Review
1.0	B Smith		Dec 2018	Dec 2020
1.1	B Smith	Oversubscription Criteria Reviewed	July 2020	July 2021
1.2	B Smith	Minor Amends	July 2021	July 2022
1.3	B Smith	Date Changes	July 2022	July 2023
1.4	B Smith	Date Changes	July 2023	July 2024
1.5	H Daulton	Date changes, minor amends	September 2026	September 2027

St. Michael's Church of England Voluntary Aided Primary School Admission Arrangements 2026-2027

The Ely Diocesan Board of Education, in consultation with the Parochial Church Council of St. Michael's Parish Church, appoint a majority of the Governors. The Local Council and the school staff are also represented on the Governing Body. As an aided school the Governing Body is the admissions authority.

Therefore, the Governing Body sets and applies the admissions policy for the School. All decisions regarding the admission of children into our school are coordinated by the Local Authority.

How to Apply:

The application process for admissions into the Reception Year (initial year of entry) is co-ordinated by the Local Authority (LA), which acts on behalf of the Governing Body to offer places at our school.

Parents should submit the online application form, available through the LA Admissions Team website linked below. If successful, offer letters will be issued by the LA. Late applications (those submitted between the deadline and the end of the first week of the autumn term) will also be handled by the LA Admissions Team.

To apply for a place after the start of term or in any other year group, please contact the LA Admissions Team, for an In-Year application Form.

St. Michael's VA Primary School primarily serves the catchment area of the township known as Cardea, situated in South Stanground, but also welcomes applicants from further afield on religious grounds. Most children attending St. Michael's will join at the Reception intake. Other children join us "in year" at other times, once a year group has already started. This may be because they are new to the area and need a school place or simply would like to transfer from another school.

The Governing Body will admit up to the Published Admission Number (PAN) of 60 pupils into Year R to Year 6.

The Governing Body will admit children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) issued by a Local Authority, where this school is named as the most appropriate setting for the child.

Parents wishing to visit the school prior to submitting an application are welcome to do so. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make a mutually convenient arrangement.

Peterborough City Council is responsible for co-ordinating all applications for places in the school. All applications must be made online (https://admissions.peterborough.gov.uk) Please refer to Peterborough City Council's Admissions Information Booklet for 2026-2027 for conditions relating to applications.

All parents are advised to read the LA booklet for parents on primary admissions.

How places are offered:

For admission into the Reception Year in September, the LA, on behalf of the Governing Body will offer places to 60 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 60 applications are received, then, over subscription criteria will be applied to determine priority for places. All preferences will be treated equally, regardless of whether they are first, second or third preferences.

For children with an Education Health and Care Plan or social circumstances where these needs can be best met at our school, written professional supporting evidence must be provided. A professionally qualified person such as a medical doctor, psychologist or social worker must set out in writing the particular reasons why this school will best meet the needs of the child and the difficulties which would be caused if the child had to attend an alternative school.

Oversubscription Criteria

When there are more applications than there are places available, pupils will be admitted according to our school's oversubscription criteria which are ranked in order of priority as follows:

Priority 1
A 'looked after child' or a child who has previously been looked after but immediately after being a looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section22 (1) of the Children Act 1989) at the time of application to a school. Children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.

Priority 2
Children with special medical or social circumstances where these needs can be best met at this school. This is not about educational needs. **Written professional supporting evidence must be attached to the Application Form if requested under this criterion.** A professionally qualified person such as a medical doctor, psychologist or social worked must set out in writing the particular reasons why this school will best meet the needs of the child and the difficulties which would be caused if the child had to attend another school.

Priority 3
Children of serving members of UK Military personnel and eligible for the Service Pupil Premium.

Priority 4
Children living in catchment who have siblings attending the school at the time of admission.

Priority 5
Children living in catchment who normally attend St. Michael's Church and whose parents are practising members of that Church and attend at least monthly.

Priority 6
Children living in catchment who normally attend a Church in Churches Together in Britain and Ireland, and whose parents are practising members of that Church and attend at least monthly.

Priority 7
Children living in catchment, whose parents/carers particularly wish for their children to receive an education set within a Church of England School.

Priority 8
Children living in catchment but nearest the school according to straight line distance.

Priority 9
Children living outside catchment who have siblings attending the school at the time of admission.

Priority 10
Children living outside catchment who normally attend St. Michael's Church and whose parents are practising members of that Church and attend at least monthly.

Priority 11
Children living outside catchment who normally attend a Church in Churches Together in Britain and Ireland, and whose parents are practising members of that Church and attend at least monthly.

Priority 12
Children living outside catchment, but nearest the school according to the shortest straight line distance.

A sibling is defined as another child of compulsory school age living in the same family house. Every effort will be made to ensure that brothers or sisters and those from multiple births can attend the school, understanding the need to comply with the Education Regulations 1998 with regards to Infant Class Sizes.

If parents/carers wish to be considered under the oversubscription criteria 5, 6, 10 or 11 then they will need to complete a **Supplementary Information Form.** The Supplementary Information Form can be obtained from the school and should be returned directly to the school not to Peterborough City Council.

Tie Breaker

Should the Published Admissions Number be reached in any one category, children living closer to the school will receive higher priority. This will be measured in a straight line from the child's place of residence to the school using the National

Ordnance Survey seed points computed by the Local Authority's measuring system. It is used to locate individual residential and school addresses using grid references. In the case of flats, the priority is that of floor level, i.e. ground floor, second etc. in that order. In cases of exactly the same measurement where no differentiation can be established, random allocation will be used to decide the allocation of the place. Parents/carers will be invited to attend the random allocation.

Separated Parents

If a child lives with separated parents, the home address will be treated as the place where the child sleeps for most of the school week. If the child spends an equal amount of time at two addresses, the parents must decide which address they wish to use as the child's main address for the application. Please note – if false or misleading information is used to try and gain a school place, this may lead governors to reject the application or withdraw the offer of a place.

Waiting Lists

Pupils will be placed on the Waiting List in strict order according to the oversubscription criteria in this Admissions Policy. Where the Governing Body is unable to offer a place because the Published Admissions Number for the year group applied for has been reached, the child's name will be automatically placed on the waiting list for that year group. If a place becomes available at the school, it will be allocated according to the oversubscription criteria, not on a first come, first served basis. The waiting list for each year group will be revised:

- Whenever a new application is received
- Whenever the number of pupils in that year group falls below the Published Admission Number
- Whenever a child's name is removed from the waiting list
- Whenever there is a change of circumstances which affects the child's position on the waiting list

Parents/Carers are required to notify the school immediately if there are any changes of family circumstances which may affect their position on the waiting list e.g. moving house.

Applicants will be required to respond to an offer of a place within 14 days of receipt and will be required to reconfirm the child's place of residence.

Waiting lists will be maintained by the Local Authority.

Please note that children who are the subject of a direction by the Local Authority to admit or who are allocated a place in accordance with a Fair Access protocol must take preference over those on the waiting list.

Fair Access Protocol

All LA's are legally required to operate a Fair Access Protocol across their area. All schools are required to co-operate with that protocol. This ensures that children who

are vulnerable, unable to access an appropriate school place under the standard admission arrangements for the area, have an admission safety net.

A child meeting the criteria of Fair Access Protocol will be admitted to the primary school designated for their address even where it has reached the PAN or other agreed admission limit where possible. This does not provide additional spaces for children who already have a local school place.

Appeals

Should a child be refused admission, parents/legal guardians have the right to appeal against the decision. An independent appeals panel will be set up to consider the appeal; parent/legal guardians will be kept informed of the procedures and will be invited to attend. Significant changes in circumstances which may affect the application category under which you originally applied must be notified to the Clerk to the Appeals Panel in writing in advance of the appeal hearing. Failure to do so may result in the adjournment of the appeal hearing. Parents/legal guardians wishing to appeal should write or email as follows:

The Clerk to the Appeals Panel
Peterborough City Council
Town Hall
Peterborough

Transport

All parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport will be provided for those children attending this school if it is either the designated school for the home address or the closest school which was available when the parent could apply.

Where a parent could have applied on time but didn't do so, there will be no entitlement to assistance from the LA with education transport to the alternative school as suitable arrangements had been made by the LA to enable parents to become a registered pupil at a closer school.

All parents are encouraged to use sustainable travel wherever possible.

Uniform Policy

Children attending St Michael's Church School are expected to wear a uniform. A link to our School Uniform shop can be found on our website.

Documentary Evidence

Once a place has been offered to a child, evidence of the child's identity may be requested – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at the school.

The school may also request evidence that a child's address is genuine or that the person who made an application for admission was legally permitted to do so.

School Fees and Charges

There is no charge for applying for a place, for admissions or for the provision of education. We will not request donations before or during the admission process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school.

Infant Class Size Legislation

Any appeal for a place at St. Michael's may be subject to Key Stage One or Infant Class Size legislation; a more limited form of appeal. This is the legal maximum number of children allowed in a Reception, Year 1 or Year 2 class with one qualified teacher. There are very limited exceptions which would allow the school to exceed 30 children in a Key Stage One class.

Please note that where a child is refused a place in a Key Stage 1 class, parents have the right to have this decision reviewed. This process is very similar to an appeal but the circumstances in which the panel can find in the parent's favour are limited by law. For further information, please contact the school office or the LA Admissions Team.

Deferred Admission

Children are required to start their compulsory education from the beginning of the term following their 5th birthday (based on a 3 term year with terms starting in September, January and April). In St. Michael's Church School children are offered a full year in Reception i.e. the school place is available from the beginning of the school year in which the child has their 5th birthday.

All parents/carers can request that entry to the School is deferred until later in the same school year (i.e. a child born in the autumn term could defer starting school until January and a child born in the spring or summer term could defer their start until after Easter. If such a request is made, the School is required to hold the place for the child; the place cannot be offered to another child and the place cannot be kept open beyond the academic year for which the original application was accepted. This is a decision for the parent to make, taking all factors into account including the advice of educational professionals.

Any parents/carers considering deferring their child's admission to School must discuss this with the Headteacher. Where a parent does not inform the Headteacher that admission is to be deferred and does not admit the children in September, the place will be withdrawn and may be offered to another child.

Parents/carers of a child born during the Summer Term who are thinking of deferring their child's admission by a full school year – please refer to the section on Summer Born children below.

Admission of Children outside their normal age group

Parents/carers may seek a place for their child outside of their normal age group e.g. if the child is considered gifted and talented or has experienced problems such as ill health. If parents/carers wish to do so, they must discuss their request with the Headteacher.

Process for requesting a place out of normal age group (not summer born)
Parents/carers have a right to seek a place for their child outside of their normal age group as stated above. The Admissions Committee of the Governing Board will convene a meeting to consider the request and will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views
- information about the child's academic, social and emotional development
- where relevant, the child's medical history and the views of a medical professional
- whether the child has previously been educated out of their normal age group
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher' s views.

Please note – if the Admissions Committee does not agree to the request to be admitted out of cohort, there is no right of appeal against that decision.

Requests for admission out of normal age group (Summer Born)

Parents/carers of a summer born child (i.e. a child born in the period from 1 April to 31 August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – e.g. to Reception rather than to Year 1.

Parents/carers who wish to defer making an application for a place in Reception should make such a request to the Governing Board, as they are the admissions authority. The request needs to be accompanied by reasons for such a request and should be made by 1 December of the year prior to the year the child should enter Reception according to actual date of birth.

The Admissions Committee of the Governing Board will convene a meeting to consider the request and will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- The Headteacher' s views.

What happens next?

The Admissions Committee will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

If the Admissions Committee agrees to the parent's/carer's request to defer the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year.

Please note – following the normal admissions round, if the School is oversubscribed, all applications (including deferred applications) for the School are ranked in accordance with the School's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal for a place in Reception;

If the Admissions Committee does not agree to the application being deferred, there is no right of appeal against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15th January or make an in-year application for a Year 1 place at the appropriate time.