

A St. Michael's CE (VA) Junior School Policy



ADMISSIONS POLICY 2019-2020

Reviewed by Full Governing Body:	Autumn 2017
Ratified by Full Governing Body:	Autumn 2017
To be reviewed:	Autumn 2018

ADMISSIONS POLICY 2019-20

School's Admission's Number: 60

Subject to the availability of places within the school's standard number, it is the policy of the Governors to admit the children of all parents who express a preference to have their children educated at this school.

Looked after Children* and children attending the partner infant school (Galleywood Infant School) who request a place at the junior school will be allocated a place providing an application is received by the closing date.

** A 'looked after child' or a child who was previously looked after but immediately after being 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 a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions of the Children's Act 1989*

Where more applications are received than there are places available, the Governors will use the following criteria in descending order ((a) to (f))

- a) whether the child has any brothers or sisters[^] at the school at the time of admission.
- b) where parent(s) are resident in Galleywood or Great Baddow ecclesiastical parishes and are regularly* involved in Galleywood or Great Baddow Church of England churches.
- c) where parent(s) are resident in Galleywood or Great Baddow ecclesiastical parishes and are regularly* involved in the worship of other Trinitarian Christian churches.
- d) where parent(s) are regularly* involved in the worship of Trinitarian Christian churches.
- e) any other child living in the geographical locality.
- f) any other application

The proximity (straight line distance is calculated by the LA) of the child's home to the school will be taken as a tie-breaker, if necessary, in any category.

- * The Governors of the school consider that 'regularly involved' means attendance at least monthly as will be recorded on the Supplementary Information Form (SIF).
- [^] LA sibling definition applies

Please refer to the 'Primary Education in Essex' booklet for the definition of both "siblings" and measurement for distance".

A waiting list will be kept by St. Michael's Junior School until the end of the first term

Appeals

Parents will appreciate that if a school is over-subscribed it will not always be possible to offer a place in their first choice of school. Many parents will wish to make alternative and definite arrangements for their child.

The 1996 Education Act does, however, give parents the right to appeal against the decisions of the Governors regarding Admissions. Parents wishing to appeal should write to the Governing Body c/o St. Michael's.

Mid-Year Transfer Waiting List

All applications must be made via Essex County Council School admissions. If there is no place available, it is the parent's responsibility to ask the school for their child to be added to the waiting list. Applicants are not automatically added to the waiting list.

Applicants will remain on the school's waiting list for that academic year. If a place has not become available, parents must reapply for the new academic year and again ask the school to be placed on the waiting list if there is no available space.

Where more applications are received than there are places available, the Governors will use the same admissions criteria outlined above.

SUPPLEMENTARY INFORMATION FORM (SIF) 2019-20

To be completed **in addition to** the Application Form
(copy of Admissions Policy attached for your information)

1. **Child's Name:** (*block capitals*) **School Year:**

Parent(s) Name(s):

Address at which pupil lives:
.....

Telephone Number: **Date of Birth:**

Previous schools attended (including dates and current school):
.....
.....
.....

Names of any children already attending St. Michael's Junior School:
.....

Signed: (*by Parent*) **Date:**

2. *If you are applying for a place under b) c) or d), please state your involvement in a local church. You will need to show that you are regularly (at least monthly) involved in Church worship.*

To be completed by Parent:

Church attended:

Frequency of attendance:

Regular attendance since:

To be completed by Church Minister:

I am the Minister of Church and confirm the above information to be correct (if additional information is applicable please attach a separate sheet).

Signed by Church Minister:

Please return this form to:
St. Michael's Junior School, Barnard Road, Galleywood, Chelmsford,
Essex, CM2 8RR.