

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



St. Michael's CE (VA) Junior School

By God's love, we all flourish together.

God is love. Whoever lives in love lives in God, and God in them. (1 John 4:16)

At St. Michael's, by God's love and through our Christian values of Love, Faith, Respect and Courage, we celebrate uniqueness and nurture curiosity, enabling each child to flourish on their own rich learning journey; whilst contributing to the wider community.

ADMISSIONS POLICY 2027-2028

Reviewed by Full Governing Body:	February 2026
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ADMISSIONS POLICY 2027-28

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.

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

a) Looked after Children*

** 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. This also includes those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.*

b) Children attending Galleywood Infant school, who request a place.

c) whether the child has any brothers or sisters^ at the school at the time of admission or at Galleywood Infant school.

d) 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.

e) where parent(s) are resident in Galleywood or Great Baddow ecclesiastical parishes and are regularly* involved in the worship of other Trinitarian Christian churches.

f) where parent(s) are regularly* involved in the worship of Trinitarian Christian churches.

g) any other child living in the geographical locality – 3-mile radius to the school.

h) 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 tiebreaker, 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 CofE (VA) Junior School until the end of the first term.

Mid-year applications

All mid-year applications should be made directly to the school, using the mid-year application form (appendix) or via the school office. Mid-year applications are any application for a school place made to a year group, apart from September admissions to year 3.

For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group (60 children).

Please note: if a mid-year application is received during a school holiday period, we will respond as soon as possible when the school opens.

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.

If a child with an EHCP names the school, they will be admitted.

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.

SUPPLEMENTARY INFORMATION FORM (SIF) 2025-26

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 d) e) or f), 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:

**Mid-Year
own admission**

*Application received by
school from parent/carers*

**Application Process for
authority schools**

*School considers
parent/ carer
application*

School has a space
to offer

Send offer letter to
parent - this should be
done within 10 school
days & **must do within
15 school days**

No Space
Infant Class
Size Refusal

Send Infant Class Size
Refusal Letter - this should
be done within 10 school
days and **must be done
within 15 school days**

No Space Year
Groups 3-6

Send Normal Refusal Letter
– this should be done within
10 school days and **must be
done within 15 school days**

Send copy of the appropriate offer/refusal
letter to ECC school admissions inbox
within 2 school days of sending to parent
in accordance with legal requirements

admissions@essex.gov.uk

Appendix

Mid-Year Application form

You should not remove your child from their current school until a place has been secured elsewhere.



Section 1 – Pupil details

Pupil surname			
First name(s)			
Date of birth	Year group	Male ☐	Female ☐
Current school (or last school attended)			
Town and postcode of current school			
Is the child still attending? Yes ☐		No ☐	If no, last date of attendance
If the child is known by another name please add it here			

Section 2 – Home address

House number or name		Street	
Village	Post Town	Postcode	

Section 3 – Parent/carer details

Mr/Mrs/Miss/Ms	Initials	Surname
Relationship to child		Home phone no.
Email address		Mobile phone no.

Section 4 – Reasons for change of school

a) Preferred date of admission		
b) If you are moving into the area, date of move		
New address if different to Section 2 (please attach copies of proof of address (e.g. Exchange of Contracts or signed tenancy agreement)).		
House number or name		Street
Village	Post Town	Postcode
c) Have you discussed your reasons for wanting a different school for your child with your child's current school?		
		Yes No
d) Has your child attended any other primary school?		
		Yes No
If 'Yes' please give details:		
Name of school (1)		Date of leaving
Reason for leaving: Moved home Permanently excluded		
Other (please give reason)		

Name of school (2)	Date of leaving
Reason for leaving: Moved home ☐ Permanently excluded ☐	
Other (please give reason)	

Section 5 – Other details

Is your child cared for by a Local Authority or is he/she a previously looked after child?	Yes ☐ No ☐
Does the child have an Educational Health Care Plan (previously known as a statement)?	Yes ☐ No ☐
Are there any exceptional medical reasons why the child should specifically attend this school (in accordance with the school's Admissions Policy)?	Yes ☐ No ☐
If 'Yes', please attach supporting evidence from the child's doctor or other health care professional.	

Section 6 – School preference

Please state your preferred school in the box below). You do not have to give reasons for your preference. Any reasons you give should generally refer to the admissions policy.	
Preferred school	
Reasons	

Section 7 – Siblings

If you have another child at this school please enter their details below.	
Name	Date of birth

Section 8 – Other information

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Section 9 – Declaration

I have read the notes of guidance for the completion of this form. I confirm that the information I have given is true and that I am a parent for this child.

Signed	Date
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Please return this form directly to the school for which you are applying.

If you would like full details on how a school uses personal data, please visit the school website.

If you would like full details on how ECC uses personal data, please go to www.essex.gov.uk/privacy or call 03457 430430

Notes of Guidance on Completion of the Mid-Year Primary, Infant and Junior School Application Form

1. This form should be completed and then be sent directly to the Essex academy, foundation, or voluntary aided primary, infant or junior school that you wish to apply for. Contact details for every school in Essex can be found via the website www.essex.gov.uk/admissions using the "Admissions booklets" link.
2. You should be aware that there is no guarantee of a place at any school so you can and should apply for more than one school, unless you have established that your preferred school definitely has a **place for your child. To find out if there are places, you will need to contact the school(s) directly.**
3. If you do decide to apply for more than one academy, foundation or voluntary aided school, you need to make a separate application on a separate form for each school.
4. Once you have sent your application to the school, the school must write to you within 15 school days to confirm if a place is being offered or not. If you do not hear within this timescale, please contact the school directly to ask about your application.
5. If the school writes to you to offer a place, you should get in touch with the school to confirm if you are accepting the place and arrange a start date.
6. If you are refused a place, the letter you receive should explain that you have the right of appeal to an independent appeal panel against the decision. Appeals should be made in writing using the relevant form within 20 school days of the refusal letter. Information about appealing is available on the website www.essex.gov.uk/admissions from the 'Submit an Appeal' link.
7. Applying from overseas - For non-UK citizens, the child must be in the UK before the application can be processed and proof of residency such as an endorsed (stamped) passport or entry visa will be required with the application.
8. If, having applied for a place, you do not manage to secure a school for your child (and you are living in the Essex County Council area* or have a confirmed move into the County), please contact School Admissions at Essex County Council on Tel: 0345 603 2200 for further support and advice. The email address for School Admissions is admissions@essex.gov.uk.
9. Please remember - mid-year applications must be sent direct to the academy, foundation and voluntary aided school(s) in question and not Essex County Council.

* If you live in Essex you will pay your Council Tax to one of the following Borough/District Councils: Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Epping Forest, Harlow, Maldon, Rochford, Tendring or Uttlesford.

