

# Admission Arrangements and Oversubscription Criteria

## Academic Year 2022/2023

“What does the Lord ask of you? To act justly, to love  
mercy and to walk humbly with your God.”

(Micah 6:8)

In our school, our Christian vision shapes all we do. All members of the school community are committed to upholding the St Michael's Church of England Christian values:

- to show love, care and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential

St Michael's Church of England High School is a voluntary aided secondary school with a published admission number (PAN) of 240. The Governing Board is the admissions authority. In the event of oversubscription, the following admission priorities will apply:

1. Children who are in the care of the local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. From September 2021, this 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.
2. Children accepted on denominational grounds, supported by a place of worship (see **Note 2** below).
3. Children having a brother or sister at St Michael's Church of England High School at the time of admission (see **Note 3** below).
4. Children prioritised by distance measured in a straight line from a child's home to the school's main entrance (as determined by the Governing Board). The child's address for admission purposes is the address where the child is permanently resident with his or her parent or legal guardian. Where a child lives with parents with shared responsibility, the home address will be considered to be the address where the child lives for the majority of the week (see **Note 4** below).

**Note 1:** Children with an Education, Health, and Care (EHC) Plan that names the school must be admitted providing that their needs can be met by the school. This will reduce the number of places available to other applicants.

**Note 2:** Applications based on this criterion must be accompanied by a completed declaration form, signed by a faith leader to signify attendance at the place of worship at least 12 times within the last 12 months. In the event that during the period specified for attendance at worship the church, or in relation to those of other faiths, the relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or in relation to those of other faiths, relevant place or worship or alternative premises have been available for public worship.

**Note 3:** The definition of a brother or sister is:

- a brother or sister sharing the same parents
- half-brother or half-sister, where two children share one common parent
- step-brother or step-sister, where two children are related by a parent's marriage

The children must be living permanently in the same household.

**Note 4:** The home address of a pupil is the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week (Sunday night to Thursday night). Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

### **Additional arrangements for year of entry admissions to St Michael's Church of England High School 2022/2023**

#### **1. Late applications**

Applications received after the Local Authority's designated closing date for receipt of applications will be deemed to have been made late and will be considered after applications with the same priority that were received on time (unless there are particular circumstances which prevented you from applying earlier).

#### **2. Waiting list**

Waiting lists will be maintained until 31 December preceding the year of entry and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list is produced in strict order of priority, against the over-subscription criteria. When a new child joins the waiting list, all applicants on that list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

#### **3. Further applications in the same academic year**

Applications made outside the normal admissions round (mid-year admissions) should be made directly to the local authority. Parents/carers can apply for a place for their child at any time and to any school. The local authority will manage the application process and inform the parents of the outcome. If the application is rejected due to school numbers, the parent will be asked if they wish their child to be added to the waiting list.

If the number of applications for a Year 8 to 11 place exceeds the number available, criteria 1-4 will be used to prioritise the applications.

#### **Mid-Year Fair Access Policy**

The Governing Board has adopted the local authority Fair Access Protocol for admission of previously excluded or hard to place children. This can be viewed on the local authority website [www.sandwell.gov.uk](http://www.sandwell.gov.uk).

#### **4. Applications for Children to Be Admitted into a Class Outside of Their Normal Age Group**

If parents wish for their child to be considered for admission to a class outside of their normal age group, they must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Governing Board. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Governing Board will consider requests submitted and advise the parents of the outcome of that request before the national offer day, having taken into account the

information provided by the parents, the child's best interests and the views of the Headteacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance, which can be found at <https://www.gov.uk/government/publications/summer-born-children-school-admission>.

**5. Appeals**

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to the Local Authority. Appeals will be heard by an independent panel.

**6. Repeat Applications**

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child, or school but still refused admission.