

Admission Arrangements and Oversubscription Criteria

Academic Year 2025/26

OUR SCHOOL PRAYER:

What does the Lord ask of you?

To act justly, to love mercy and to walk humbly with your God.

Micah 6vs.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 vision:

- 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. The Governing Board is the admissions authority. Our admissions process for September admissions is part of the Local Authority coordinated scheme. Applicants must apply to their home Local Authority by the closing date.

The school's published admission number for year 2025-2026 is 270. Where the number of applications is lower than the school's admissions number, all applicants will be admitted. 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 Child Arrangements 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 (see **Note 1** below).
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 centre point (as determined by the local authority). 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 to services at the place of worship at least 12 times within the last 12 months prior to the date of application. Attendance at the place of worship does not include non-service activities such as youth clubs. The faiths which are accepted are Buddhist, Christian, Hindu, Islamic, Jewish, and Sikh. The declaration form is available on the school website at: <https://st-michaels.sandwell.sch.uk/admissions/>.

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 or civil partnership (a formal arrangement that gives couples the same legal status as married couples)
- the separate children of a couple who live together, or

- an adopted or fostered brother or sister

The children must be living permanently in the same household.

For the purposes of education law, the Department for Education considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian, or another relative
- any person who, although not a biological parent and not having parental responsibility, has care of a child or young person. A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Note 4: The home address of a pupil is the permanent residence of a child with his or her parent(s) or legal guardian. When a child lives between two addresses, the address used for offering a school place will be where the child lives for the majority of the school week (Sunday night to Thursday night). Where care is split equally between mother and father, parents can choose which address is to be used. In the event of a dispute between parents whom each have parental responsibility, the matter may ultimately need to be resolved by the courts.

Note 5: If offering places within any one of the criteria would cause the school's admission number to be exceeded, then children living nearest will be offered first. Distances are calculated by the Local Authority and are measured in a straight line from the child's home using the Local Land and Property Gazetteer address base for the property to the centre point of the school site. If two or more applicants share the same distance to a school and only one place is available, the applicant to whom the place will be offered will be determined by the Local Authority by random selection (unless this involves multiple births, in which case, all the siblings will be admitted).

Additional arrangements for year of entry admissions to St Michael's Church of England High School 2025/6

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 are produced in strict order of priority, against the over-subscription criteria. Waiting lists are kept until the end of the autumn term in the year of admission. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. Parents will have to submit a mid-year application to the local authority to ensure that their child is reinstated on the waiting list. 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. The 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. In-year applications

Applications made outside the normal admissions round (mid-year admissions) should be made directly to the local authority. The application form is available [here](#). 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 will notify 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 7 to 11 place exceeds the number of places available, criteria 1-4 will be used to prioritise the applications.

4. 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

5. 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>

6. 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.

7. 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.