

ST MICHAEL'S CHURCH OF ENGLAND SCHOOL ADMISSIONS POLICY

St Michael's Church of England School has a distinctive Christian ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our School and its importance to our community. The Governors, who are responsible for admissions to this School, have agreed with the Local Education Authority to admit 60 children to reception in September 2012. When there are more applications than places available, the Governors will admit pupils according to the following criteria that are listed in order of priority. When deciding between applicants, who appear to have equal entitlement under the same criterion, the Governors will have regard to the proximity of the child's home address to the main School entrance using the gate in Granville Road; priority will be given to the applicant living nearest to the school by the shortest walking route with street lighting as measured from the home to the school by the Wandsworth Council Geographical Information System (GIS). In the event that two or more applicants have equal right to a place under any of the following criteria and there are insufficient places, the Governing Body will use distance, in the first instance, to decide between applicants; if applicants live equidistant from the School the Governing Body will draw lots to decide between applicants. St Michael's School is part of Wandsworth Council's co-ordinated system. This Policy is valid until 31 August 2013. The Notes form part of the Admissions Criteria

Any unfilled Foundation Places will become additional Open Places; any unfilled Open Places will become Foundation. Unsuccessful Foundation Applicants will be automatically considered for Open Places.

1 FOUNDATION PLACES - up to forty (40)

Places will be allocated to children whose parents [carers under Criterion (1a)] are committed members of and regular worshippers (see Notes 1 and 2) at Christian Congregations as defined as full members by the Churches Together in Britain and Ireland or as full members by the Evangelical Alliance. Parents who wish to apply for a Foundation Place must also complete the St Michael's School Supplementary Form; this form must be supported by the Minister/Incumbent of their Church. If there is no supporting statement from the Minister/incumbent, the application will be considered under category 2 (Open Places).

Priority will be given as follows:

- (a) **Children Looked After** (see Note 3)
- (b) **Children with a professionally supported exceptional medical need or exceptional social need for a place at the school**, as decided by the Governing Body (see Note 4)
- (c) **Children living within the priority area** (see attached map) in the following order:
 - (i) **Children who have a sibling** on the roll of the school on the closing date for applications who will still be on the school roll on the date of admission (see Note 5)
 - (ii) **St Michael's Church and St Stephen's Church (United Benefice):** applications

considered under this Criterion must be committed members of and regular worshippers (see Notes 1 and 2) at St Michael's Church, Southfields or St Stephen's Church, East Putney.

(iii) **Other Christian Congregations:** applications considered under this Criterion must be committed members of and regular worshippers (see Notes 1 and 2) at Christian Congregations as defined as full members by the Churches Together in Britain and Ireland or as full members by the Evangelical Alliance.

- (d) **Children living outside the priority area (see attached map)** in order of categories 1c(i), 1c(ii) and 1c(iii) above.

2 OPEN PLACES - up to twenty (20)

- (a) **Children Looked After** (see Note 3)
- (b) **Children with a professionally supported exceptional medical need or exceptional social need for a place at the school**, as decided by the Governing Body (see Note 4).
- (c) **Children living within the priority area** (see attached map) in the following order:
- (i) **Children who have a sibling** on the roll of the school on the closing date for applications who will still be on the school roll on the date of admission (see Note 5)
 - (ii) **Children living nearest to the School** by the shortest walking route with street lighting as measured from the home to the school by the Wandsworth Council Geographical Information system
- (d) **Children living outside the priority area**(see attached map) in order of categories 2c(i) and 2c(ii) above.

Note 1 Committed Membership is expressed by an active involvement in *at least two* aspects of church life and ministry (for at least two years before the closing date of application) such as those listed below. The Governors treat all activities equally and do not give priority based on the number or type of activities, it is intended simply for the parent(s)/legal guardian(s) to demonstrate that they are committed members of a church. The Governors would also normally expect that (a) the applicant and other members of the applicant's immediate family (parent(s)/legal guardian(s) and siblings) have been baptised, except where this is not the practice of the denomination concerned, and (b) that the applicant will accompany at least one parent to church.

- i Membership of church committees (eg PCC)
- ii Parent on church Electoral Roll
- iii Position of responsibility (eg churchwarden, Sunday School or Housegroup leader, youth worker, sacristan)
- iv Being involved in music at the church (eg being a member of the church choir)
- v Leading worship (eg being involved in - reading, serving, prayer rota, stewarding, flower rota)

- vi Pastoral care (eg being a member of a parish visiting scheme, organising parish events, being on the tea/coffee rota)
- vii Membership of church group (eg housegroup)
- viii Communications (eg working in a church office, producing the church magazine/website)

The points i-viii above represent the kinds of participation that are regarded as evidence of being active in the life of the church. This is not an exhaustive or exclusive list and other forms of participation will be considered but must clearly exhibit a similar degree of commitment in terms of time and effort.

Note 2 Regular worshipper means attending church at least twice a month for at least two years before the closing date for applications. If you and/or your minister/religious leader has moved over the last two years, you must also obtain a reference from your previous church/place of worship or minister/religious leader so that you have references covering the complete period.

Note 3 A Looked After Child is a child in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989.

Note 4 Applications made on **exceptional medical grounds** must be supported by a current letter from a specialist health professional. Applications made on **exceptional social grounds** must be supported by a current letter from a social worker or other care professional working with the family. The letters must give reasons why the child's condition or circumstances make it necessary for the child to attend the school, and the difficulties that would be caused if they had to attend an alternative school. If this information is not provided by the application closing date, the application will not be considered under this criterion. The information will be considered by a panel of Governors who may seek advice from the Wandsworth Council School Placement Panel.

Note 5 A sibling is defined as a full brother or sister, a step/half brother or sister living at the same address, a child who is living at the same address as part of a family by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a local authority.

Foundation Applicants must complete and return both Wandsworth Council's and St Michael's Forms by 15 January 2012.

Open Applicants must complete and return Wandsworth Council's Form by 15 January 2012.

ADDITIONAL NOTES (These notes form part of the Admissions Criteria)

- A Applications for the Reception Class must be received in accordance with the timetable set out in 3 below. Completing the form early does not establish priority.
- B The address you give must be your child's permanent address on the closing date for applications. Your child's permanent address is as defined in the Wandsworth Council booklet 'Choose a Wandsworth Primary School'.
- C Closing date for applications:)
 Places offered:)
 Parents accept places by:) These dates to be set in accordance
 Deadline for receipt of appeals:) Wandsworth's timetable
 Appeals heard:)

- D Successful applicants will be asked to accept their place in writing within the set period and to provide (a) a copy of the child's birth certificate (not a photocopy), (b) an up-to-date utility bill or statement relating to your permanent address and (c) additional proof of your permanent address. If parents do not respond within the set period as detailed in 4 above, it will be assumed that the place is no longer required. If demand exceeds the number of places available, disappointed parents may appeal. Written notice must be made in writing to the Clerk of the Appeals Committee c/o the School within the set period of time specified above.
- E After the closing date, the School will consider late applications in accordance with the procedure in Wandsworth Council's booklet 'Choose a Wandsworth Primary School'; this is explained in the booklet. Any child who is not offered a place can remain on the School's waiting list on which children are ranked in accordance with the School's published admission arrangements. Applications received after the closing date will be inserted into the list in order of priority; this means that a child's position on the list can move up or down. Wandsworth Council will maintain the waiting list.
- F The priority area shown on the enclosed map is the area within the line. This boundary line runs down the middle of roads.
- G The Governors will take advice from the Churches Together in Britain and Ireland (CTBI) or the Evangelical Alliance (EA) as to whether a church is a full member of the CTBI or EA as appropriate.
- H An offer based on a false address or any other false information will be withdrawn.
- I Parents of pupils who have a statement of special educational needs are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced.
- J Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the Wandsworth Independent Appeal Service (Wandsworth Town Hall, Wandsworth High Street, London SW18 2PU). The form should be sent to reach the Clerk to the Appeal Panel, c/o the Wandsworth Independent Appeal Service, within 14 days of the date of the letter confirming the Governors' decision not to offer a place. (Parents may not appeal twice for a place at the same school in the same year unless the Governors accept that there have been significant and material changes in the circumstances.)

ADDITIONAL INFORMATION

- (i) Parents of applicants are welcome to visit the School by prior arrangement during the year before admission.
 - (ii) Children starting in Reception Class in September and their parents will be invited to an afternoon meeting in June/July prior to entry, so that they can meet the staff with whom they will be working.
 - (iii) Parents of older children should contact the Local Authority for an application form. A supplementary (clergy) form may be collected from the School. The Admissions Policy used will be the one in force at the time of application.
- (MAP IS UNCHANGED)