ST MICHAEL & ALL ANGELS C. E. (FOUNDATION) PRIMARY AND PRE-SCHOOL

Admissions Policy 2028/29

This policy is written in support of the Vision and Values of St Michael and All Angels (Foundation) Primary and Pre-School.

Last Reviewed	Autumn 2026
Next Review Due	Autumn 2027

Linked policies and procedures:

- Pupil Premium

Admissions to St Michael and All Angels Church of England Primary School
The governors of St Michael and All Angels Church of England Primary School are the admissions authority for the school.

We welcome equally, applications from parents of the Christian faith, of other faiths and of no faith. We ask all parents applying for a place here to respect our distinctive Christian ethos and its importance to the school community.

The planned admission number for the school is 210, 30 per class. The school will comply with the statutory infant class size limit (maximum 30 pupils per teacher in Reception, Year 1 and Year 2). Where the school is required by regulation to admit a child (for example a child with an EHCP naming the school, a looked after child, or as required by the Local Authority's Fair Access Protocol), this may require admission above PAN in accordance with statutory exceptions. In addition, in exceptional circumstances (for example children of multiple births where one sibling is the last child offered a place), the governors may admit above PAN in line with DfE guidance and infant class size regulations.

Making an application
Applications for admission to Reception at the school should be made using the Local Authority (of residence) Common Application Form by the national closing date of 15th January 2027.
The Governing board will consider first all those applications received by the published deadline (above). Applications made after midnight on that date will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

Admission procedures
The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally, and the Governing Board allocates the available places in accordance with its published admissions arrangements. In the event that there are more applications than places available, the Governing Board will allocate places using the criteria (below), which are listed in order of priority.

The Local Authority will inform parents of the outcome of their application on the national offer day for primary admissions (expected to be 16 April 2027).

Children with an Education, Health and Care Plan (EHCP)
All governing boards are required by Section 324 of the Education Act 1996 or the Children's and Families Act 2014 to admit to the school a child with an education, health and care plan (EHCP), which names the school. This is not an oversubscription criterion

and relates only to children who have undergone statutory assessment and for whom an EHCP has been issued. If this school is oversubscribed after the admission of children with an EHCP then the oversubscription criteria will be applied to other applicants.

Oversubscription criteria

Places will be allocated according to the following priority order (1 highest to 6 lowest)

1) **Looked after children and previously looked after children**

Children who are looked after/ previously looked after but immediately after being looked after became subject to adoption, a child arrangement order, or special guardianship order. (A looked after child is a child who is in the care of a local authority in England or is being provided with accommodation by a local authority in England in the exercise of their social services functions.)

2) **Children who were in state care outside England and then adopted**

Children who appear [to the admission authority of the school] to have been in state care outside of England and ceased to be in state care as a result of being adopted. (A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.)

3) **Siblings**

Children with a brother or sister including a half, step or adoptive brother or sister (living in the same household) attending the school at the time of admission. (The child's permanent home address is the address at which the child is normally resident with the person(s) with parental responsibility on the closing date for applications. Where parents share responsibility and the child lives at two addresses, the address used will be that at which the child is permanently resident; where this is disputed, the Local Authority may require evidence (e.g., Council Tax, utility bills, child benefit or school records) to determine the main residence. For a significant house move after the application closing date, the governors will accept a change of address if supporting documentary evidence (e.g., exchange of contracts or tenancy agreement) is provided by a date set by the LA for late changes to applications.

For the sibling criterion to be applicable one of the following conditions must exist:

- Brother and/or sister to be permanently resident at the home address
- Stepbrother and/or sister to be permanently resident at the same home address (to include half-brothers/sisters).

4) **Proximity of the child's home to the school**

Distance will be calculated from the pupil's permanent home to the school gate using the Local Authority's Geographical Information System (GIS). To ensure consistency applies, all

measurements will be carried out by this method and no other method of measuring distance will be considered. Each property has a coordinate taken from Ordnance Survey Address-Point data. This is the point from which distance measurements will be taken.

5) **Children whose parent(s)/guardian(s) and child have attended public worship at a Christian church at least once a month for not less than 12 months prior to the closing date for applications**

The faith criterion is measured up to the closing date for applications. Applicants must complete the Supplementary Information Form (SIF) and have it signed by their priest/vicar/minister. Evidence of worship at least once a month for not less than 12 months prior to the closing date for applications or more may include the completed SIF and, where requested, a church attendance record signed by the church leader. The school reserves the right to seek further verification where necessary. Failure to submit a completed SIF by the application deadline may mean the application is considered under a lower category. Where applicants apply through a home Local Authority other than Calderdale, the SIF should still be returned to the school.

* Christian church means any church designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or a member of Churches Together in England, the Evangelical Alliance or a partner church of Affinity.

6) **All other applicants**

Tie breaker
Where two or more applicants who cannot otherwise be separated live equidistant from the school, as measured by the local authority, the remaining places will be allocated by random allocation. This process will be independently supervised.

Admissions Information.
St Michael and All Angels admit children to Reception Class provided their fifth birthday falls on or between 1 September of the year of admission and 31 August the following year.

In-year admissions
Applications for in-year admissions should be made via the school where applicable or by completing the school's in-Year Admissions Form available from the school office. Forms should be returned directly to the school office**.** The school will respond to the application within 15 school days of receipt, informing parents whether a place is offered and the date of admission. Where there are more applications than places, the published oversubscription criteria will be applied.

Fair Access Placements
Outside the normal admissions round, it may sometimes be necessary for a pupil to be placed by the governing board or the Local Authority, in a particular school even if there is a waiting list for admission. Such placements are made in accordance with the Local Authority's Fair Access Protocol.

Data protection and use of information
The school and Local Authority will process personal data provided on application forms in accordance with the Data Protection Act and UK GDPR. Information will only be used for admissions purposes and ordinary school administration. Supporting documents provided to verify addresses, faith or eligibility will be retained only for as long as necessary and then securely destroyed. Further information on data use is available from the school office and the Local Authority.

Deferred school entry/Application made outside normal chronological age group
Parents offered a Reception place for their child are entitled to defer their child's admission until later in the school year, or to request that their child attends part-time until they reach compulsory school age. Children must, however, be admitted to school before the beginning of the final term of the school year in which they reach the age of five.

Requests for admission outside a child's normal age group (including requests for summer-born children to be admitted to Reception rather than Year 1) will be considered in accordance with the School_admissions_code_2021 and relevant Department for

Education guidance. Parents should make an application in the normal admissions round and submit a separate written request to the Headteacher, together with any supporting evidence from relevant professionals, such as health or educational specialists. The admission authority will consider the circumstances of each case and the best interests of the child before reaching a decision and will notify parents and the Local Authority of the outcome. Where a request is agreed, admission will remain subject to the availability of places and the school's published oversubscription criteria at the time of allocation.

Preschool

Admission to our pre-school is separate from Reception admissions. Attendance in the pre-school does not confer an automatic place in Reception; parents must apply for Reception through the Local Authority admissions process. Separate information on pre-school admissions is available on the school website.

Appeals

Parents have the right to appeal to an independent admission appeals panel if a place is refused. Appeals must be lodged within 20 school days of receipt of the refusal letter. The school will provide details of the appeals timeline, the independent panel composition, and any documentation required. Where possible, the school aims to hold appeal hearings in accordance with the School Admission Appeals Code.
clerk@st-michaelangels.calderdale.sch.uk

Waiting List

Waiting lists for Reception will be maintained in strict accordance with the published oversubscription criteria and will be ranked by those criteria (not by time on the list). The waiting list will be held until the end of the academic year; parents wishing their child to remain on the list after this point must reapply in writing. The school will notify parents if their place on the list or priority changes.

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SUPPLEMENTARY INFORMATION FORM

Year of entry		
Child's full name		
Date of birth		
Parent(s)/guardian(s) full name(s)		
Address of parent/guardian		
Telephone number home: mobile:		
Siblings already attending St Michael & All Angels School	Name:	Class:
Name of church		
I have attended this church at least once a month for not less than 12 months prior to the closing date for applications	Yes/no	
Please ask the priest/vicar/minister to verify your statements by completing the section below		
To be completed by the priest/vicar/minister		
The applicant has attended at least once a month for not less than 12 months prior to the closing date for applications	Yes/no	
Signature of priest/vicar/ minister Date		