



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

Admissions Policy 2026/27

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

Last Reviewed	January 2025
Next Review Due	January 2026

Linked Policies:

Respect. Resilience. Responsibility. Confidence. Co-operation. Compassion.

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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 Reception Class is thirty pupils.

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 2026 (tbc).

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 offer of a place on behalf of the governors on the national offer date 16th April 2026 (tbc).

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

In the event that there are more applications than there are places available, the Governing Body will allocate places using the following criteria which are listed in order of priority.

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1. First Priority Category

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. (See note 1).

2. Second Priority Category

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. (See note 2).

3. Third Priority Category

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. (See note 3).

4. Fourth Priority Category

A child who resides within the catchment area of the school and is eligible for pupil premium.

5. Fifth Priority Category

Children of a parent/guardian who is or a child who is an active worshipping member at St Michael and All Angels, Shelf/St Aidan's, Buttershaw or a regular worshiper at another Anglican Church within the Diocese of Leeds attending a minimum of twice per month for at least the previous twelve months prior to the closing date for applications. A 'Supplementary Information Form (SIF)' to provide confirmation of Christian commitment is available from the school. This form should be signed by the Vicar of the Church attended.

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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.

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

Parents/carers seeking to transfer a child to the school during the school year should make an application by completing the In-Year Admissions Form which is available from the school office. Forms should be returned directly to the school office. Following receipt Governors will inform parents/carers whether a place has been offered within 10 working days.

Where more applications are received than places available the over-subscription criteria will be used to support the decision.

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.

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Deferred school entry/Application made outside normal chronological age group

Parents or guardians may request that their child:

(i) defer entry until the next academic year but remain within the same chronological year group, entering in Year 1

(ii) defer entry until the next academic year, out of their normal age group, to Reception rather than Year 1. (Parents should still apply in the normal admissions round and indicate this on the preference form). Such requests should be addressed to the Headteacher.

Evidence will be requested from appropriate professionals for (ii) above to be considered.

Parents of a summer born child (born between 1 April and 31 August) may request that they do not start school until the September following their fifth birthday and are admitted out of their normal age group (into reception rather than year 1). The decision to admit outside of a child's normal age group is made on the basis of the circumstance of each case. Parents must still apply for a school place by the stipulated closing date. In addition to this they must contact the Local Authority to request a separate application to apply for admission outside the child's normal age group.

Appeals

Where the Governors are unable to offer a place because the school is over-subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the school Standards and Framework Act, 1998, as amended by the Education Act, 2002.

Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal to:

The Clerk to the Governing Body
St Michael and All Angels C.E. (Foundation) Primary & Pre- School
Meadow Close
Greenacres
Shelf
Halifax
HX3 7QU

within 20 days of receiving the refusal letter.

Normally an appeal hearing will be held within six weeks of the closing date of receiving the notice of appeal.

Waiting List

Parents who wish their child to be included on the waiting list must inform the school in writing. If a vacancy occurs and there is more than one child on the waiting list for that year group then the admissions criteria will be applied with no account taken of the length of time on the waiting list.

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The Waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list
- when a child's changed circumstances will affect their priority
- at the end of each school year, the waiting list will be obsoleted and if for any reason, a child wishes to be placed on the waiting list they will need to re-apply to the school in writing.

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Notes

1. 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. 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. ** 'Living' means the child's permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date before the final allocation of places.

'Parents' include all those people who have parental responsibility for a child as set out in the Children Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the parent responsible for completing application forms, and whose address will be used for admissions purposes. The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school.

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).

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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 YOUR CHURCH		
I have attended this church at least twice per month for twelve months or more *** see below for further clarification	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 this church at least twice per month for twelve months or more	Yes/No	
SIGNATURE OF PRIEST/VICAR/ MINISTER		
Dated:		

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