

St Michael's Church of England Academy



admission arrangements for 2020-21

Introductory statement

St Michael's Church of England Academy is a primary school within The Learning Academy Partnership (South West) which offers a distinctively Christian education to all those who desire it, and being inclusive of those of all faiths and of none. The Partnership has a Church of England Foundation, within the Diocese of Exeter. St Michael's Church of England Academy asks all parents applying for a place here to respect the Trust's Church of England ethos and its importance to the Academy community.

Our Mission

To transform children's lives.

Core Purpose

To develop a 'values led' family of exceptional schools that always put children first. Where learners excel and communities are enriched so that the life chances of more and more children are improved.

Core values: Collectively Empowering Excellence

Collectively- We are one team and we agree to work as one family

Empowering- We invest in each other and our communities

Excellence- We champion excellence and equality for all and in all that we do.

Admission number(s)

The school has an admission number of **30** for entry in the Reception year group. In the first year of opening, places will be available in Reception only.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Application process

The school will process applications outside the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form for your other choices of school in addition to a separate application for this school.

Applications for this school should be sent to the Admissions Officer at the following address Learning Academy Partnership (South West), Suite 4 Zealley House, Greenhill Way, Newton Abbot, TQ12 3SB or email admissions@lapsw.org.

The closing date for applications is 15 January 2020.

Offers will be made on 16 April 2020. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

The application form can be obtained from www.lapsw.co.uk/academies/admissions and at the end of this document.

In-Year Applications, those made after the beginning of the September term in 2020, can be made to Torbay Council using the Local Authority's common application form. This application form can be obtained from www.torbay.gov.uk/schools-and-learning/admissions/

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.¹
2. Priority will next be given to children based on their exceptional medical or social needs or those of their parents.²
3. Priority will next be given to the siblings of pupils attending the school at the time the application is received.
4. Priority will next be given to children eligible for the pupil or service premium. Evidence of eligibility will need to be submitted with the application. See notes below on eligibility.
5. Priority will next be given to the children of staff who have been recruited to fill a skill-shortage area.
6. Other children

Tie-break

If in categories 2-6 above, a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the main entrance to the child's home to the centre of the front gates of the school in a straight line.

Random allocation undertaken by the local authority or another body unconnected with the Academy Trust will be used as a tie-break in categories 2-6 above to decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

Late applications

All applications received by the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

¹ A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

² Each application must be accompanied by a completed [Devon Supplementary Information Form for Exceptional Need](#) which will include evidence, from a medical specialist or social worker of the child's/parent's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the [school or the Local Authority] with the application, a child's or parent's medical or social needs cannot be considered.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

In addition, the parents of a summer born child (i.e. born between 1 April and 31 August) may choose not to send that child to school until the September following their 5th birthday. Parents of summer-born children may apply for them to be admitted to Reception rather than to Year 1. This is called Delayed Admission.

In considering requests for children to be admitted outside their normal age group, the Academy Trust will make a decision on the basis of the individual circumstances and the child's best interests. The decision will take account of:

- the parent's views;
- the views of your headteacher;
- information about the child's academic, social and emotional development submitted to you by the parent;
- where relevant, their medical history and the views of a medical professional (again, if submitted by a parent);
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

When such a request is made, the Academy Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

Parents should apply for a place in the normal age group AND submit a request in writing to apply outside the normal age group at the same time. A response to the request for Delayed Admission will be given before the Primary Allocation Day. Parents will be asked to provide supporting information for their application, together with professional evidence if relevant. The final decision lies with the admission authority who must agree that it would be in the best interests of the child. The decision will be sent to the parent in writing with reasons if the request has been refused. Once a child has been admitted to a year group outside their chronological year group, they will normally continue with this group throughout their time at the school.

Where a Delayed Admission request is agreed, the parent must then make a fresh application for admission in the next normal round of admissions which will be co-ordinated by the Local Authority. A place cannot be guaranteed a year in advance and the application will have no additional or lesser priority because it is a Delayed Admission application.

Waiting lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Information on the timetable for the appeals process is on our website at www.lapsw.co.uk.

Exceptional need for admission to our school

We give higher priority for children where there is an exceptional need to attend this school and not another school. The need must be specific to this school: a child may have very challenging circumstances that require additional support but if that support could also be provided at another school, there would be no exceptional need to attend **this** school.

In order to seek priority on this basis, parents **must** complete Devon County Council's Supplementary Information Form for Exceptional Need. This is available from the LA's website at <http://devon.cc/schoolsifs>. All applicants must use a common application form from their home LA.

The exceptional need could be due to the parent's circumstances. Exceptional need could include:

- A serious medical condition, which can be supported by medical evidence;
- Significant caring responsibilities, which can be supported by a social worker;
- Where one or both parents or the child has a disability that may make travel to another school more difficult, which can be supported by medical evidence.

These examples aren't meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way.

- if there are medical reasons that make it essential for a child to attend this school, the parent must provide supporting information from a doctor, together with any other relevant information. This must make a compelling case as to why the child's needs or the parent's can only be met here; a medical condition in itself will not automatically result in a place here. It isn't essential for the doctor to name our school and we wouldn't expect a doctor to have sufficient, specific knowledge of the school but the evidence should explain exactly what the child's needs are and what specialist support and facilities are required.
- for social reasons, parents must provide independent evidence from a relevant professional supporting the family. The supporting evidence must set out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. It isn't essential for the professional supporting the family to have in-depth knowledge of our school but the evidence must explain exactly what the needs are and what specialist support and facilities are required.

Exceptional need for admission here will **not** be accepted on the grounds that:

- a child may be separated from a friendship group;
- parents wish to avoid a child from the current or previous setting;
- child-care arrangements before or after school would have to be changed;
- transport arrangements would have to be changed;
- there is a medical condition such as asthma that doesn't require specialised treatment;
- the child has a particular interest or ability in a subject or activity.

Evidence from a relevant professional, independent of the family will be required in every case and should be made available in time for us to rank the application using the school's oversubscription criteria. This should provide a reasoned and unequivocal opinion establishing why the child would suffer a significant detriment by not being admitted to this school. Evidence should be from a GP, consultant or other health care worker or social care officer working with the child. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need. We may seek our own advice to establish whether we are the only school that could meet a child's needs.

Parents can indicate on a common application form that they believe there is an exceptional need for admission here. It isn't expected that a parent will seek this priority at a school that was not named as the first preference. The onus is on parents to submit their supporting evidence and to provide further evidence if requested to do so. Parents who apply using a common application form from another LA without a tick box for exceptional need should put a note in the reasons for their preference that they are requesting exceptional need priority and provide the required supporting evidence.

If we accept that exceptional need has been demonstrated, the application will be prioritised under oversubscription criterion 2. This does not guarantee that a place will be available. Where we don't agree that the need is exceptional, the application will be prioritised according to other oversubscription criteria.

Notes:

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Pupil Premium Priority:

Those eligible for **Pupil Premium** admission priority are:
Children who:

- are currently registered as eligible for free schools meals;
- have been registered as eligible for free school meals at any point in the last six years.

Children whose parent(s) cannot provide evidence that their child is currently registered for free school meals, or has been in the past 6 years, but whose parents receive any of the following:

- Universal Credit;
- Income Support;
- income-based Jobseekers Allowance;
- an income-related employment and support allowance;
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that, from 6 April 2011, does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs);
- Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
- the Guaranteed element of State Pension Credit.

Those eligible for **Service Premium** admission priority are:

- children whose parent(s) are serving in the regular UK armed forces;
- children of ex regular UK armed forces personnel who were serving in the last 3 years;
- children where at least one parent died while serving in the UK armed forces and the child is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

Parents will be required to provide evidence of eligibility with their application.

St Michael's Church of England Academy admission application form for 2020-21



Please complete this form if you would like to apply for admission to the school.
Applications will only be for the Reception Year Group in this academic year.

If you wish to express a preference for other schools as well as Paignton, you must apply for them using the common application form provided by the Local Authority where your child lives.

For admission in the normal round intake for the beginning of the September term 2020, the national closing date for applications is 15 January 2020. You can apply after this date but the application may be considered as late, after all received by the closing date.

Please read the admissions policy, including definitions, before completing this form.

To be completed by the parent		* please delete as appropriate
Full Name of child:		
Date of birth:	___/___/___	Male / Female*
Home address (<i>this must be the address where your child is normally resident. Evidence of address may be required</i>)		
		Post code:
Does your child have an Education, Health or Care Plan? Yes / No*	Current or most recent school or education provision:	
Is this child in the Care of a Local Authority or was this Child in Care until adopted, made the subject of a child arrangements order or made the subject of a special guardianship order. Yes / No*	If Yes, please give details	
Is this child the child of a member of staff employed at the school by the academy trust, been recruited to fill a skill-shortage area? Yes / No*	If Yes, please name the member of staff	
Are there any reasons for your preference for admission to this school you wish to provide?		

Your name:	Relation to the child:
Your address (<i>if different to the child's address</i>)	
Post code:	
Daytime telephone number	
Your email address	
Do you have parental responsibility for the child? (<i>If you do not have parental responsibility, you cannot apply for admission</i>) Yes / No*	
I confirm that the details in this application are accurate. I understand that if this application is unsuccessful, I may approach the Local Authority to seek an alternative school place.	
Signature:	Date: _ _ / _ _ / _ _

Please return this form to:

**Admissions Officer, Learning Academy Partnership, Suite 4, Zealley House, Greenhill Way, Kingsteignton
TQ12 3SB**

Privacy and Data Protection:

Your personal data is being used by The School, Torbay Council and Devon County Council's Admissions Service for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed at <https://new.devon.gov.uk/privacy/privacy-notices>. Please confirm that you give your consent to the School and Council using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the Admissions Team at admissions@devon.gov.uk or 0345 155 1019. If you wish to exercise any of your rights under the General Data Protection Regulations, please contact the Council's Data Protection Officer at 01392 383000 or at accesstoinformationsecure@devon.gcsx.gov.uk. For more information about Data protection, please contact the School or visit <https://new.devon.gov.uk/accesstoinformation/data-protection>.



Exceptional Social or Medical Need for Admission

To be completed only where a parent is seeking admissions priority on the grounds of exceptional need.

Parents who wish to have an Exceptional Social or Medical Need considered with their application (criterion 2) must submit independent professional evidence which explains clearly why it is essential to attend the school and no other school.

- For a normal round entry into Reception in September 2020, the evidence should be submitted by the closing date for applications of 15 January 2020.

Evidence submitted after the closing date may mean the application is considered as late.

Parents must also complete a Local Authority Common Application Form

(eg at www.torbay.gov.uk/schools-and-learning/admissions/)

- For an In-Year admission into any Year Group, the evidence should be submitted with the application.

Parents must also complete a Torbay Common Application Form

Please read the school admissions policy, including definitions, before completing this form.

PART A – to be completed by the parent	
Full name of child	
Date of Birth	
School you are applying for	ST MICHAEL'S C OF E ACADEMY
Please tick the box below if you believe there is an exceptional social or medical need for your child to attend this school.	
<input type="checkbox"/>	Criterion 2 Priority will next be given to children based on their exceptional medical or social needs or those of their parents.

Extract from the school's admissions arrangements:

Exceptional social or medical need:

[This school gives] higher priority for children where there is an exceptional need to attend this school and not another school. The need must be specific to this school: a child may have very challenging circumstances that require additional support but if that support could also be provided at another school, there would be no exceptional need to attend **this** school. The exceptional need could be due to the parent's circumstances. Exceptional need could include:

- A serious medical condition, which can be supported by medical evidence;
- Significant caring responsibilities, which can be supported by a social worker;
- Where one or both parents or the child has a disability that may make travel to another school more difficult, which can be supported by medical evidence.

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- for social reasons, parents must provide independent evidence from a relevant professional supporting the family. The supporting evidence must set out the particular reasons why this school is the most suitable and the

difficulties that would be caused if the child had to attend another school. It isn't essential for the professional supporting the family to have in-depth knowledge of our school but the evidence must explain exactly what the needs are and what specialist support and facilities are required.

Exceptional need for admission here will **not** be accepted on the grounds that:

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- child-care arrangements before or after school would have to be changed;
- transport arrangements would have to be changed;
- there is a medical condition such as asthma that doesn't require specialised treatment;
- the child has a particular interest or ability in a subject or activity.

Evidence from a relevant professional, independent of the family will be required in every case and should be made available in time for us to rank the application using the school's oversubscription criteria. This should provide a reasoned and unequivocal opinion establishing why the child would suffer a significant detriment by not being admitted to this school. Evidence should be from a GP, consultant or other health care worker or social care officer working with the child. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need. We may seek our own advice to establish whether we are the only school that could meet a child's needs.

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If we accept that exceptional need has been demonstrated, the application will be prioritised under oversubscription criterion 2. This does not guarantee that a place will be available. Where we don't agree that the need is exceptional, the application will be prioritised according to other oversubscription criteria.

Nature of the supporting evidence you are submitting, provided by a relevant professional

Evidence is attached

Yes / No

Name(s) and organisation(s) of the professional(s) providing supporting evidence

I confirm that I have submitted a Local Authority Common Application Form.

Privacy and Data Protection:

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Parent's name		Date	
Please sign here			

Please return this form to:

Warberry CofE Academy, Cedars Road, Torquay, Devon TQ1 1SB

or

The School Admissions Team, Room L60, County Hall, Exeter EX2 4QG

You can scan and email this form and accompanying evidence to **the school** or to admissions@devon.gov.uk



SUPPLEMENTARY ADMISSION FORM (SUPP 1)

CHILDREN OF STAFF

This form should only be completed where children of staff are prioritised in the school's admission criteria

Child's surname	
Child's forename(s)	
Date of Birth	
Parent's name	
Name of school where parent works	ST MICHAEL'S C OF E ACADEMY
Job title	

Please indicate how you meet the criteria for prioritising children of staff:

Please note: different schools have included different aspects of these criteria in their admission arrangements. See the school's admission policy for full details.

I have been recruited to fill a vacant post for which there is a demonstrable skills shortage	Yes/No
Evidence for this:	

Signature:

Date:

Headteacher signature:

Date:

This form, when completed, should be passed to the Clerk of Governors for consideration by the Admissions Committee when ranking applications.

Note to Clerk of Governors: if you are buying the Admissions Service from Torbay Council, please take a copy of this form and send the original to Student Services c/o Town Hall, Castle Circus, Torquay TQ1 3DR

How we use and handle your information: School Admissions, School Transport and Free School Meals

What information do we need?

Torbay Council is the Data Controller for personal data collected for the purpose of allocating and offering school places for children. We will need to collect, information such as your name and contact details, details about your child including their name, date of birth and any other information which may support your application for a school place, for transport or for free school meals, which could include information about your child's health.

Why we need it?

We need this information so that we can deliver services to you, allocate a school place and determine eligibility for school transport or free school meals.

Our lawful basis for processing yours and your child's personal data is legal obligation.

Our lawful basis for the processing of any health information is that this is necessary for the performance of a task carried out in the substantial public interest.

Information Sharing

We will share your information with schools, other local authorities and the Department of Education for the purposes of allocating a school place and confirming an allocation, or to determine and confirm eligibility for school transport and/or free school meals.

We do not trade personal data for any commercial purpose and will only disclose your personal information if we have a lawful basis to do so (as above) or if we have your consent.

How we will store your information

We will hold your information on a secure electronic database and we will stop using your data upon completion of the relevant service.

Your data will be deleted 25 years after we stop using it.

Your personal information will not be subject to any overseas transfers.

Your rights

At any time you can request to have a copy of the information we hold about you, and if you feel the information we process about you is incorrect you can request to have it corrected or deleted. If you wish to exercise any of your rights please contact us by emailing infocompliance@torbay.gov.uk

If you are not happy with the way the Council has handled your personal information, please contact us so that we deal with your complaint. However, you are also entitled to raise a complaint with the Information Commissioner's Office, contact details can be found on their website www.ico.org.uk